

angela mortimer



Graduate Development Programme



INVESTOR IN PEOPLE



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Introduction

Welcome

This booklet is designed to give you a flavour of what a career at Angela Mortimer plc has to offer.

We have asked some consultants who have come through our Graduate Development Programme entitled Operations Co-ordinator (Ops), to share their stories and successes with you to help paint the picture.

Naturally it is impossible to tell you the full story in a booklet, so if you are interested - apply to us to find out more.

To apply please send your CV and covering letter to: careers@angelmortimer.com

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London, W1F 9LA

T: 020 7287 7788
E: careers@angelmortimer.com
W: www.angelmortimer.com

Why recruitment?

Recruitment Consultancy is a fast-paced and exciting career which offers excellent earning potential and can be very rewarding.

What does a Recruitment Consultant do?

A typical day may include; interviewing candidates, calling and visiting existing and prospective clients, taking job requirements, short-listing candidates and arranging interviews. Essentially the key is doing as much as possible to exceed the expectations of both our clients and candidates.

What skills are required?

We look for intelligent individuals who demonstrate an entrepreneurial flair, excellent communication skills and a determination to succeed. Experience is not essential, we help focus your talents through an extensive learning and development programme.

Financial Rewards

The earning potential is unlimited with not only a competitive basic salary and monthly commission structure, but also a 6 monthly profit share – offering you the most generous package in the industry. Our top consultants earn in excess of £100,000 per year!

Extra Incentive

Throughout the year the Angela Mortimer group runs several extra incentives where staff can earn more or win prizes... just for doing their job!

Graduate Development Programme

The Operations Co-ordinator programme offers a challenging and proven route to becoming a successful Recruitment Consultant.

The role starts you off front of house for a period of 3-6 months, learning the intricacies of the business and ensuring the general operations run smoothly.

After a short period of time you will have the opportunity to approach the recruitment teams you are interested in joining, and once you secure your place in a team, you can develop your recruitment career further as a trainee consultant.

The advantages of this programme include:

- Gaining familiarity with our clients and candidates as their first point of contact
- Exposure to and preparation for the role of a Recruitment Consultant
- Learning all aspects of how the Angela Mortimer group operates
- The opportunity to network with work colleagues at all levels
- Developing confidence levels and enhancing customer service skills, including client and candidate liaison

Career path and development

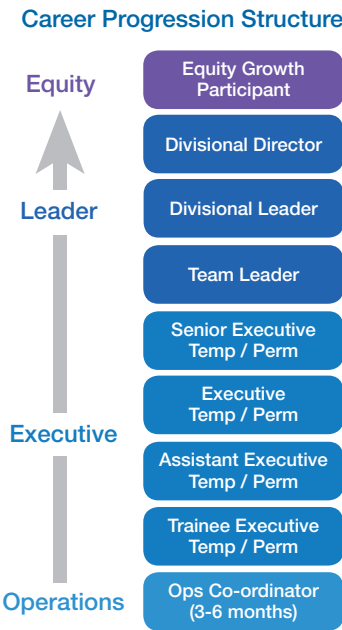
Development is important to us and we understand career development will differ for each individual, so our programme is flexible around you and your ambitions.

When you join Angela Mortimer you will benefit from a mixture of structured training sessions and workshops. Our Learning Academy outlines and offers training for all aspects of skill and knowledge required at each career progression level.

The diagram right, outlines each level in Angela Mortimer's Career Progression structure.

All levels are achievable for each individual who wants to work their way to the top.

Many of our Operations Co-ordinators have progressed into leadership roles within 2 years of joining.



Case study – Caroline Morecroft

Permanent Executive
in 12 months

Caroline spent three months on Ops before progressing to an Trainee Temporary Executive then a Permanent Executive. At the end of her second year with the company she has leadership in her sights.

Caroline's Story

I left university with an arts degree and with not a clue what I wanted to do next! I knew I didn't want any of the typical graduate routes of banking/law/government as they didn't offer enough of a chance to determine your own career progression or be your own boss. I spoke to several recruitment consultants and became enthused about the prospect of becoming one myself.

Angela Mortimer in particular seemed to offer a truly meritocratic career structure and a fantastic 'ops' training scheme, where new consultants have the chance to 'try before they buy' with their chosen teams.

I joined the company and progressed into a temporary consultancy role, where I found the encouragement, training and responsibility I was given really set my career apart. I was promoted within a year, and hope to be starting my own team at Angela Mortimer shortly.

Case study – Lindsey Stone

Team Leader
in 23 months

Lindsey joined Ruth Halliday in Manchester, part of the Angela Mortimer group in 2006 and has gone from strength to strength. It has taken her under 2 years to reach Team Leader.

Lindsey's Story

I decided to go into recruitment after having a number of sales based roles through the summer whilst at University. It became clear that if I wanted to earn serious money then recruitment was the career for me. I applied for a number of trainee roles but Angela Mortimer stood out by far!

I joined Angela Mortimer as an Operations Co-ordinator in March 2006; my time on ops was invaluable and provided me with the foundations needed to become a great consultant. The role helped to expand my knowledge of the recruitment industry and the existing market sector, giving me a pathway to a lucrative career in recruitment.

Since then I have progressed onto a Senior Executive and was promoted to Team Leader in March 2008. Long term I plan to develop my team, and establish a new division within Ruth Halliday Associates.

About Angela Mortimer plc

Angela Mortimer focuses on placing ambitious and talented candidates into business support roles for both permanent and temporary employment.

We work with a vast array of organisations - SMEs, individual entrepreneurs and large international corporations recruiting in almost all market sectors including banking and finance, retail, media, property, professional services, government and charities.

We place around 2,500 individuals in permanent roles each year and have around 1,000 temporary workers on site each day. Our interview and registration processes are thorough, challenging and probing by design.

We do this because we believe in suitably matching our candidates to all aspects of the clients' opportunity; taking into consideration not just skills but also character and ambition.

We call it matching dynamics and it has made us the UK's leading consultancy for recruiting office executive and support staff.



Angela Mortimer group brands

Angela Mortimer plc employs over 200 staff located in 9 locations across the UK and Europe. Multiple recruitment divisions operate within the group, recruiting for an extensive range of employment across all sectors.

UK Offices	Europe Offices
London <ul style="list-style-type: none">• West End• City• Knightsbridge	Birmingham Nottingham Manchester Bristol
	Paris Brussels

angela mortimer

katie bard

am international

RUTH HALLIDAY
ASSOCIATES

am finance

AMTech
IT Staffing Solutions

pa search

g
goddard gadd

KNIGHTSBRIDGE
RECRUITMENT

centralappointments

Pathfinders
media recruitment

xcel Interim

designstudiopeople

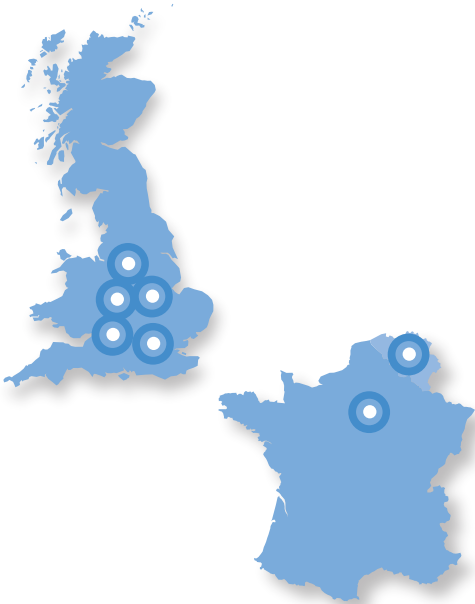
Excel Careers

HR Counsel
RECRUITMENT PROFESSIONNELS

Femmes & Carrières
RECRUTEMENT DE SECRÉTAIRES ET ASSISTANTES

SMITH
and
MANCHESTER
AM LEGAL

PROGRESSIS
TRAVAIL TEMPORAIRE



Case study – Sharon Fidler

Divisional Leader
in under 5 years

Sharon graduated from UCL in 2001. Upon returning from travelling, she discovered recruitment as a career after attending a graduate careers event.

Sharon's Story

After graduating from University I met the Training and Development Manager of Angela Mortimer at a graduate careers event and was really impressed with the opportunity and potential career development. I interviewed, managed to secure an offer and haven't looked back since.

That was in 2002, since then I have progressed through the ranks and was promoted to Divisional Leader in 2007.

Ops gave me the chance to build my confidence, communication and multi-tasking skills. I now run 3 teams dealing with a vast array of clients and recruiting for some of the leading players in fashion, cosmetics, finance and property.

What next? I'm currently working towards becoming an Equity Partner in the next 12 months; something I doubt would be on offer to me anywhere else.

Case study – Chris Cable

Permanent Executive
in 18 months

Chris spent five months on Ops before securing an offer as a Trainee Temporary Executive with Pathfinders Media Recruitment. He has since progressed to a Permanent Executive.

Chris' Story

The best thing about Ops was that it gave me an opportunity to develop a business sense whilst learning to plan my day so I could be as efficient as possible.

Working in three high profile locations (across London) is another superb benefit. Not only do you get to know the top business areas, it also means that you come into business contact with a mixture of financial and professional, media and top line private secretarial candidates. The broad scope of this training route is unique and essential for developing confidence, time management and people skills.

As a consultant, I have moved from recruiting temporary staff, which is very fast paced, buzzy and reactive to the permanent side, which is a more considered and involved role. Perhaps what makes being a consultant with Angela Mortimer Plc unique is that you are effectively given the space and authority to run your desk like your own business. Of course there are guidelines, support and leadership available, but you really are empowered to be the best you can be!

Other services

If you feel recruitment may not be for you, have a look at the jobs we have on our many websites... we may be able to help you in other ways! Our specialist areas of recruitment include; business and executive support, languages and international, banking and finance, HR, media, marketing, PR, design, legal and IT.

Work Experience

Angela Mortimer Plc works closely with a number of colleges across the UK, offering students work experience placements. This is a very popular initiative, where clients have the opportunity test the employees of tomorrow, while students gain valuable insight into the work place and the companies they are likely to come across when they enter the job market.

University & College visits

The Angela Mortimer group both visit and run numerous career events in conjunction with universities and relevant professional associations in order to inform students and graduates of our services.

Recommend a friend

Know anyone who is currently looking for their next challenge? Feel free to recommend your friends to us as we may be able to assist them find suitable Temporary or Permanent work within our extensive client base. Listed below are all of the jobsites available for searching current vacancies within the Angela Mortimer group.

Angela Mortimer: www.angelamortimer.com
AM International: www.angelamortimer.com
AM Finance: www.amfinance.co.uk
PA Search: www.angelamortimer.com
Knightsbridge Recruitment: www.knightsbridgerec.com
Pathfinders: www.pathfindersrecruitment.com
HR Counsel: www.hr-counsel.co.uk
Design Studio People: www.designstudiopeople.com
Smith & Manchester: www.smithandmanchester.com
Katie Bard: www.katiebard.com
AM Legal: www.amlegal.co.uk
Ruth Halliday: www.ruth-halliday.co.uk
AM Tech: www.amtech-group.co.uk
Goddard Gadd: www.goddardgadd.com
Central Appointments: www.central-appointments.com
Excel Interim: www.excel-interim.com
Excel Careers: www.excel-careers.com
Femmes & Carrieres: www.femmesetcarrieres.com
Progressis: www.progressis.com