



THE JOB OFFICE LTD

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Why 'The Job Office Ltd'?

Privacy

We are a compliant, professional recruitment business that always operates in a courteous and confidential manner – your cv or personal information will not be discussed or forwarded to a prospective employer unless you authorise us to do so

Access

We provide access to unique and unadvertised roles

Interview assistance

We always deliver a thorough brief and insight to potential employers prior to any interview

Decision makers

Your application will be managed by a director of The Job Office Ltd and have access to their network of business owners and senior recruiters, created over 35 years of relevant sector experience

Listen

We will listen to what you want and offer you a thorough appraisal of the current and future recruitment job market – we do not attempt to push you to roles – we place people, not fill jobs

What we offer

There are no certainties in life, but we will endeavour to find you the right role in a time scale that fits your needs – confidentiality guaranteed

What we do

- We review your profile / cv / application / enquiry
- We ask you to book a call using our direct access call diary system at a time that fits with you – no embarrassing or surprise calls in an open plan office or in front of your manager
- We discuss or come back to you with a range of opportunities / potential employers
- We discuss you with our client at the most appropriate senior level and forward your cv / profile only when authorised to do so by yourself
- We arrange interviews – provide honest / prompt feedback – we negotiate any potential offers on your behalf if requested – we assist you through the resignation process and provide full consultative support, up to and after, you join your new employer