

Specialising in Hospitality, Retail & Sales Recruitment



Right for the job

www.xpressrecruitment.com

Who we are

We are a specialist Hospitality and Retail Management Recruiter offering high quality, cost effective recruitment services tailor made to specific client needs.

We are major supporters and sponsors of HIT Scotland, Institute of Hospitality, Federation of Chefs, the Retail Trust, Springboard UK, Scottish Tourism Forum and are IIP accredited.

What we do

We provide advertising, response handling, candidate screening, interviewing and short listing services according to specific client needs.

We manage the full recruitment process on your behalf and actively support client retention policies.

Our team of industry experienced consultants manage recruitment projects from Supervisory to Director level via the following specialist divisions.



Inclusive Services

- Full brief taken (job and person profile) from recruiting Manager.
- Timescales and interview dates agreed.
- Full candidate resourcing using database search & selection, networking, and media / internet advertising.
- Full candidate screening and interviewing to the company brief.
- Provision of candidate shortlist within agreed timescales.
- Candidate Interview preparation completed by Xpress.
- Offer and placement management.
- Ongoing review of candidate process.

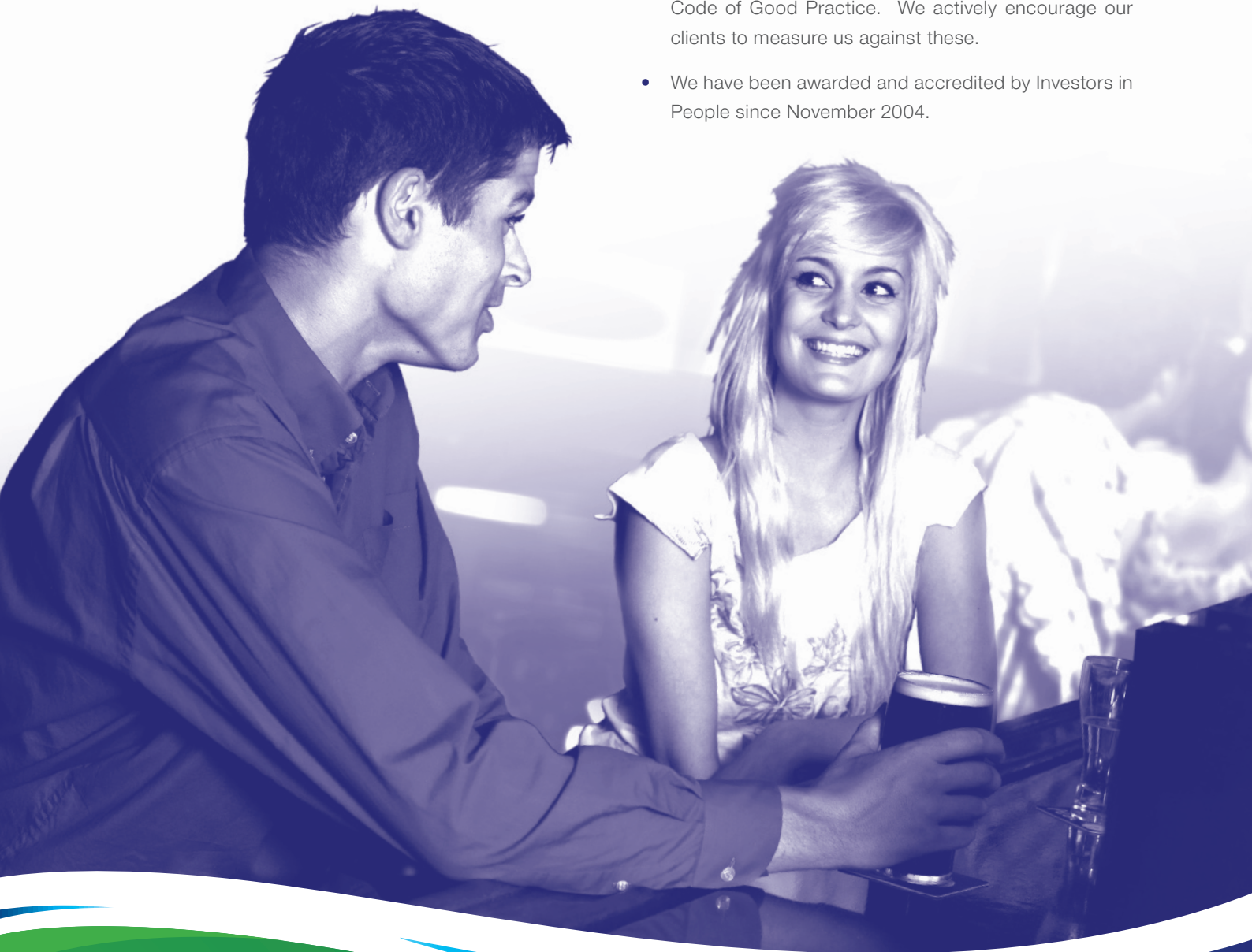


Quality Systems

At Xpress our reputation is built on providing a quality service to our candidates and clients and we continuously strive to improve on these.

As a measure we use the following systems:-

- We have tried and tested internal processes and obtain feedback from both candidates and clients through our customer satisfaction survey (www.surveymonkey.com)
- We are corporate members of the REC (Recruitment and Employment Confederation) and have been rigorously audited to ensure we comply with their Code of Good Practice. We actively encourage our clients to measure us against these.
- We have been awarded and accredited by Investors in People since November 2004.



Candidate Sourcing

At Xpress we attract quality personnel through continually developing our sourcing methods.

Level and Types of Candidates

Xpress can provide all levels of candidates to The Company and can use our extensive knowledge of the business to recruit all disciplines required.

Xpress Database

Our database of candidates is continuously managed, updated and used as an effective recruitment tool by our Office Manager Fiona MacDonald.

Fiona assists the Field Recruitment team in both an administrative and candidate advisory capacity.

Networking

With over 40 years of recruitment, retail & hospitality industry experience we attract potential employees via our contacts and networks.

83% of our candidates come through recommendation from clients and candidates.

Through our industry relationships we are continuing to build links within leading Associations / Trade Bodies.

Internet

As part of our services we advertise vacancies on a wide selection of generalist and specialist websites that match your needs.

Associated Suppliers

With The Company approval we will utilise associated suppliers which Xpress will manage including the job centre plus network and & public careers advice bodies.

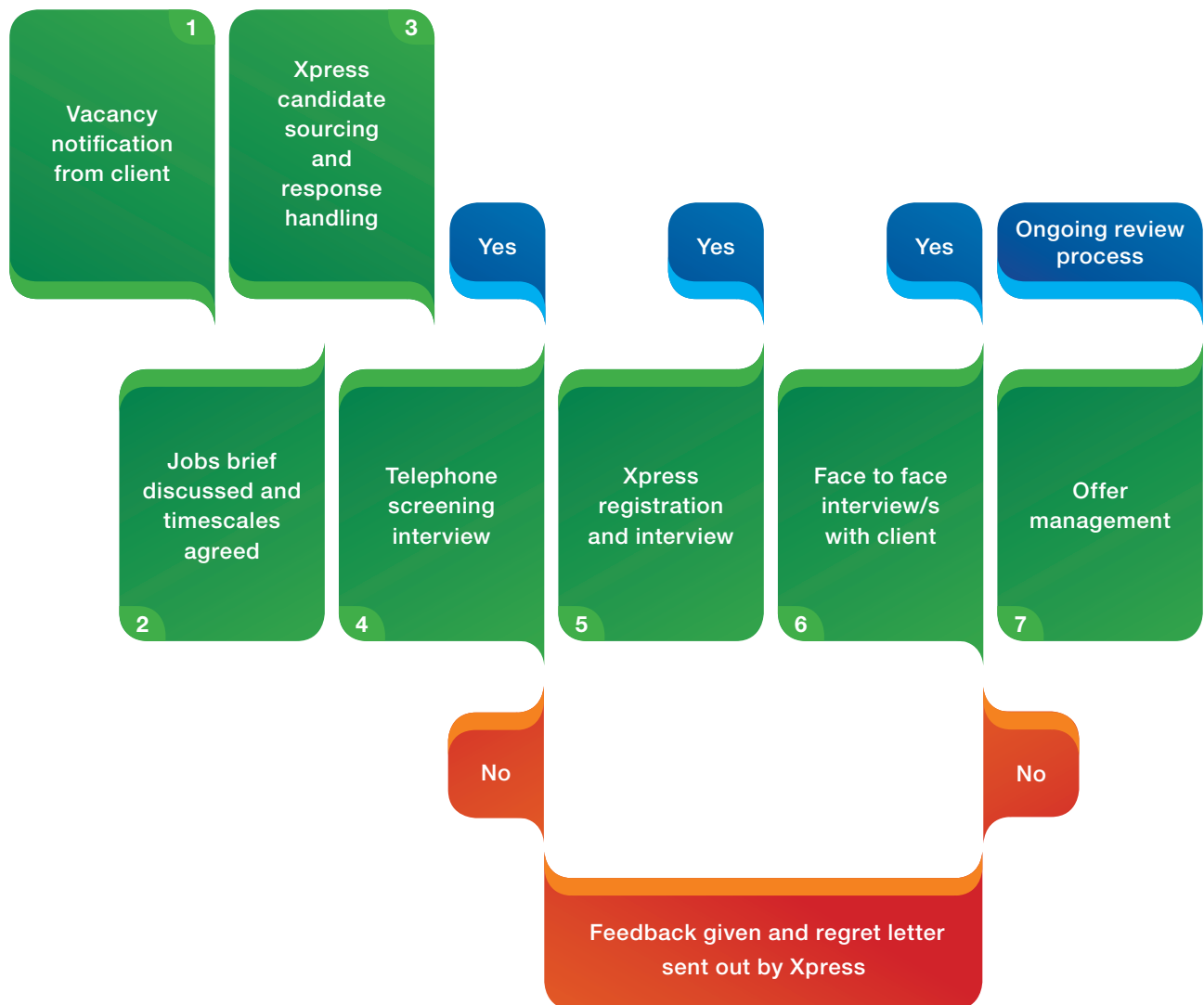
Member Associations

We are current members or affiliates of the REC, IOH, Scottish Retail Consortium, Scottish License Trade Association, Chamber of Commerce, Federation of Chefs, Scottish Tourism Forum and HIT Scotland.



Recruitment Process

Our structured approach ensures we only provide candidates who are "Right for the Job"



Executive Search and Selection

Retail

Response Handling

Bars / Restaurants / Nightclubs

Contract Catering / Leisure

Hotel Operations

Sales / Marketing / Revenue

Finance / HR

Chefs



Right for the job

For further details please contact:

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www.xpressrecruitment.com