



Hepburn Recruitment Executive Search and Selection

Background

Our recruitment experience covers all levels from Administrator to Sales Director and across most functions including Sales, National Accounts, Marketing, Operations, Finance, Customer Care, Sales Support and Administration.

We have a national network of professional, experienced Recruitment Consultants all of whom have had successful commercial careers at a senior level with major organisations.

Our Approach

On receipt of your brief, we will get to work on composing your recruitment advert and negotiating special rates on your behalf.

We have vast experience advertising in the National, Regional and Local press and magazines such as "The Grocer", "Marketing" and "Marketing Week".

All applicants are professionally screened and receive personalised letters at every stage in the recruitment process.

One of our Recruitment Consultants will conduct the initial interviews skilfully and professionally before short-listing for the client final interviews. A brief overview is provided for each short-list candidate prior to the final interviews.

Fee Structure

Our fees are charged at a very competitive rate of 20% of annual basic salary and are charged as follows:

Stage I – Advertising and Screening	5%
Stage II – Interviewing and Short-list	5%
Stage III – Confirmed Acceptance	10%

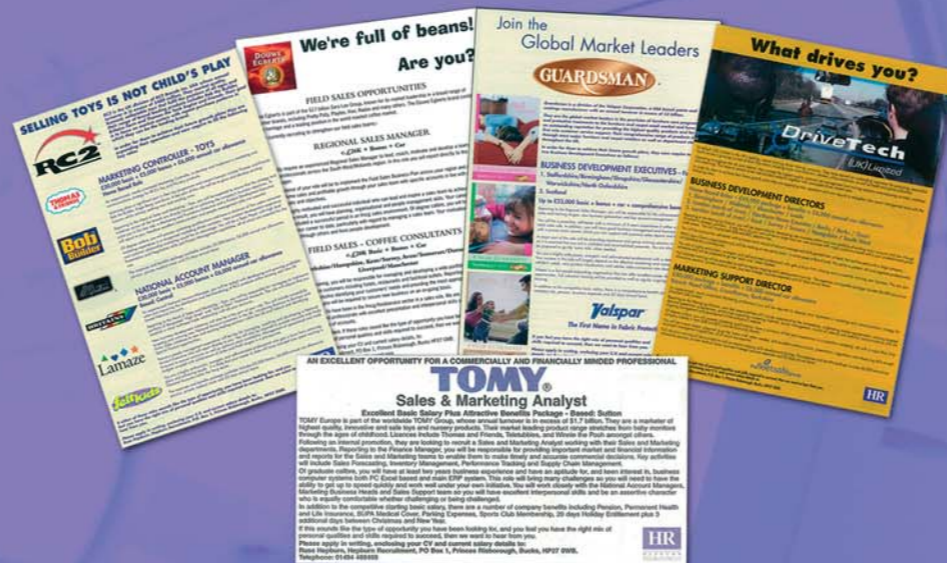
All associated Advertising, Travel, Accommodation and Interview Venue costs are charged to the client at cost.

10 Week Guarantee

All candidates placed on a full assignment basis will qualify for a 10 week guarantee. This means should the candidate leave the service of the Company for any reasons (other than those stemming from changes in Job Description or Redundancy) at any time during the first 10 weeks of their employment, then one suitable free replacement will be found at cost.

EXECUTIVE SEARCH AND SELECTION

Previous Recruitment Campaigns



Clients

- Anacomp
- AXA PPP healthcare
- Barclays
- Dicom Technologies
- Douwe Egberts
- DriveTech (UK)
- Gillette Group UK
- P&H Snow King
- RC2
- Sara Lee Household & Body Care
- TOMY Europe
- Unilever UK Ice Cream
- Valspar Industries



For all enquiries:

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Recruitment Training and Consultancy Solutions



www.hepburngroup.com



HEPBURN
TRAINING & CONSULTANCY

Hepburn Training & Consultancy

Shaping Potential into Achievement

Our Approach

For training to be effective it is essential that your chosen training provider understands your business and the current issues and challenges it faces. To that end, our approach is to research your training opportunity area thoroughly by working with your people.

In conjunction with this, we need to understand your business objectives and the core competencies and skills required across the various functions and levels within your business.

From this, we can identify training needs that will meet the needs of your training audience, your market place and help you achieve your business objectives too.

Our Training Team

We have a national network of professional, experienced Associate Trainers all of whom have training backgrounds and have had successful commercial careers at a senior level with companies such as Britvic, Mars, Rothmans and Unilever.

International Experience

We have a wealth of experience in providing training and consultancy solutions internationally from Europe to the Far East. Countries include Ireland, Spain, Thailand and Vietnam.

What Makes Us Different?

- Flexible and adaptable approach
- We'll work with you to develop the best and most appropriate solution
- Culture compatibility with our Clients
- Comprehensive, easy to follow training materials
- Various training follow-up tools including Personal Action Plans
- "Coaching Skills" training for line managers to protect your training investment
- E-Learning solutions embracing the latest technologies
- A "fun, fresh and enthusiastic" training style
- All of our Clients return

Training Solutions

Although we would never advocate buying training from a menu, for guidance here is a list of the types of training topics most frequently delivered by htc:



Sales, Account Management and Sales Management

- Structured Selling Skills
- Negotiation Skills
- Telesales / Call Centre Skills
- Account Management
- Account Planning
- Sales Management
- Merchandising and Display
- Effective Exhibitions



Essential Business Skills

- Time Management
- Communication Skills
- Planning and Organisational Skills
- Customer Care Skills
- Presentation Skills
- Business Writing Skills
- Positive Attitude



Management Skills

- Effective Meetings
- Coaching Skills
- Leadership and Teamwork
- Achieving Results Through Others
- Train The Trainer
- Effective Presentations
- Recruitment Interviewing Skills
- Conducting Successful Performance Appraisals
- Assertiveness Skills
- Disciplinary Interviews



We do not deliver "off the shelf" training programmes. All of our training solutions are tailored to meet our client's precise needs.

We strongly believe that training is not - "one job and you're cured" - it needs to be an on-going series of boosters.

Consultancy Solutions

We provide a wide range of solutions including:



- Sales force re-structures
- Staff capability assessments
- Staff surveys (UK and Europe)
- Field marketing initiatives
- Implementation of handheld technology for order and data capture
- Corporate DVD production

Teambuilding Days

htc provides a number of teambuilding activities that can be run indoors, outdoors or even offshore.

These are designed to meet your requirements and to ensure that your team will return to the workplace feeling energised, enthused and fully prepared and motivated to meet the challenges ahead.

So whether you are looking for raft building, abseiling, a survival course, an assault course or just some fun driving tanks, quad bikes, go-karts, single-seater racing cars or whatever, then please give us a call.



SHAPING POTENTIAL INTO ACHIEVEMENT

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