



angela mortimer

Operations Coordinator Job Description

About angela mortimer

Angela Mortimer Plc. has successfully grown over 40 years as a result of consistent commitment to quality recruitment of office and executive support staff across all industry areas. We specialise in recruitment for permanent and temporary roles for a full range of office support and executive roles starting at graduate entry through to executive level.

Through our unique and proven process of matching dynamics of our client, the career opportunity, and our candidate, we do more than just fill a position. The way we see it, whatever stage of your career you are at, our aim is to exceed expectations.

We have grown to become an International company, we have offices in:

London
Birmingham
Brussels
Paris
Lyon
Geneva
New York
Hong Kong
Shanghai
Sao Paulo

Highlights

- Angela Mortimer is a fast paced, high energy international organisation
- We have over 40 years experience helping our candidates develop their careers
- Our consultants have the freedom to lend their expertise to all industry sectors
- We offer exciting international mobility schemes for those keen to live abroad
- You will be part of a fully supported team and well rewarded for your efforts.

Our Services

ANGELA MORTIMER PLC

AM | AM International | PA Search | Knightsbridge | DSP
KHS | Katie Bard | Pathfinders

When we started in 1976, we were convinced that 'small is beautiful'. The concept allowed us to offer a greater commitment and a more personal service to both our clients and candidates. Through acquisition and continued success we have grown several divisions in multiple brands, across different continents who all share the same philosophy, the same approach, and the same determination to exceed expectation. These days 'support roles' are multi faceted and come in many different guises over and above receptionist, PA and Office Manager.

Just some of the positions we cover include:



HR Assistant
Project Assistant
Business Manager
Recruitment Coordinator
Front of House Coordinator
Private PA



EA
Legal Secretary
HR Manager
Business Assistant
Account Managers
Team Assistant
PA



HR Advisor
Facilities Coordinator
Operations Manager
Marketing Assistants
PR Professionals
Client Coordinator

We pride ourselves on operating as a consultancy and not just an agency and as such our services go above and beyond simply filling a vacancy. It is not just our focus on quality that makes us unique but the other added value services we provide.



- Regular free seminars for both candidates and clients
- Complimentary employment law updates held in association with top global law firms
- Champions of women in business
- Leaders in market research, publishing an annual industry leading employment and benefits guide
- Regular CV and interview skills workshops
- Annual awards ceremonies recognising temp of the year, receptionist of the year and media employer of the year.

A Letter from our Co-Founder

Here at Angela Mortimer we are committed to forwarding the careers of every person we reach out to. That means that we aspire to develop our staff as much as the candidates and clients who we serve.

Recruitment is a powerful profession capable of propelling people into life enhancing situations. We have accepted that responsibility for the past forty years. It means that any person joining our teams must aim to be world class in their interviewing skills and be prepared to go that extra mile to delight our candidates, clients and team members. Continuous learning and personal development are essential to stay ahead of the dramatic changes taking place in the workplace. If being the best lights your fire - we are thrilled to have you join us.

I look forward to welcoming you

Angela Mortimer



Our People Goal....

By hiring similarly determined and entrepreneurially minded individuals, we look to provide an empowered environment of success and opportunity for our employees with the freedom to develop a career of your own making.

Key Statistics



- 60 consultants working across the London market
- Presence across 8 countries
- Over 25000 candidates interviewed per year
- 1:2 positions filled compared to industry average of 1:8



Est.
1976



60



1:2



25,000



Operations Coordinator

(part of our graduate development opportunity)

Job Description

At Angela Mortimer we foster an environment for empowered and ambitious individuals. Our graduate development opportunity enables our graduates to work at the hub of the Company meaning that they are able to gain insight into how we operate, develop relationships and work closely with our CEO and business leaders from day one. Operations Coordinators are then in a perfect position to move into a Trainee Recruitment Consultant role between 3 – 6 months.

ROLE RESPONSIBILITIES

You will act as the face of the company

- Operate the telephone system effectively and professionally
- Meet & greet candidates and clients
- Take pride in ensuring the office environment is always welcoming
- Test candidates and administer compliance documents
- Maintain the reception area and general office environment to a high standard
- Use initiative to compile and deliver reports in regards to operational performance
- Organise and chair regular feedback meetings with Senior Leaders
- Accurate date input
- Coordinate events and participate where required
- Carry out research projects with a view to make recommendations for improvement
- CV sourcing
- Manage and order stationery, flowers and deliveries

SKILLS AND ATTRIBUTES

- Ambitious
- Excellent communication skills
- Enthusiastic self starter
- Be solution orientated and unafraid to challenge conventions
- Punctual and reliable
- Able to provide an excellent service that adds value
- Professional and sincere
- Well presented



As this is a graduate opportunity, we request that candidates are educated to degree level.

WORKING HOURS

Mondays to Fridays 8.00am to 6.00pm

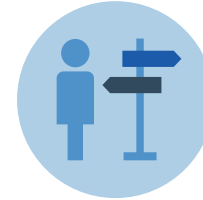
The above job description reflects the main activities and tasks required for the role, however there will be changes in duties required from time to time.

PASSIONATE ABOUT YOUR CAREER:

- Our document 'The New Deal' empowers you to self promote
- Biannual appraisals
- Internal and external weekly training provided for all levels
- 3 monthly company wide induction for new starters
- Awarded 'Investors in People'
- International mobility opportunities
- Potential to set up a new Angela Mortimer office



INVESTORS
IN PEOPLE



PROMOTERS OF AMBITION:

- Ambitious company growth plans
- Development of entrepreneurs
- We lead and don't manage
- Open minded forward thinking business
- Inspirational leadership team



Reasons to work at angela mortimer



WE WANT TO GROW YOUR INCOME:

- Empowered and transparent pay reviews throughout the year
- Generous and uncapped commission structure
- Biannual team profit share opportunity
- Competitive starting salary

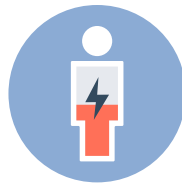


PASSIONATE ABOUT OUR COMMUNITY:

- Promoters of women in business
- Free work experience programme developing young peoples careers
- Fundraising events for our chosen annual charity
- Employee wellbeing (see benefits)



Discounted gym membership



Private Healthcare for
employees and dependents



Generous internal
referral scheme



Global recognition of success



5pm Friday Drinks



Monthly office awards



Regular social events



Dress for your day



Season ticket loan



Sales incentives



Cycle to work scheme

Employee Benefits angela mortimer



Yoga and gym classes
in the office over lunch



Top Biller lunches at leading
London Restaurants



Free duvet day
post Christmas party



Loyalty scheme



Free eye test



Free fruit



Team away days



Employee coaching
and counselling service




Summer sports day



Childcare vouchers

angela mortimer

 Find out more at angelamortimer.com

