

## Standing out from the crowd



## **Family run, Independent, Single Branch Agency**

Uxbridge Employment Agency (UEA) is an independent agency, with local market knowledge and in-depth expertise spanning in excess of three decades, a true market leader in the provision of contingency permanent, temporary and contract recruitment services to the West London area.

## **Client Base**

We service a diverse, multi-industry network of clients, from blue-chips to SME's. The majority of our business is based on long-term relationships we have built up over time. In fact we have worked with some of our clients for more than 20 years!

## **Reputation**

Our reputation for providing an honest and quality driven service has resulted in us becoming the first point of call for local business and candidates needing a friendly, professional and localised recruitment service.

Uxbridge Employment Agency was founded by a like minded group of innovative business professionals in 1979 with one goal in mind – to provide local businesses with talented individuals.

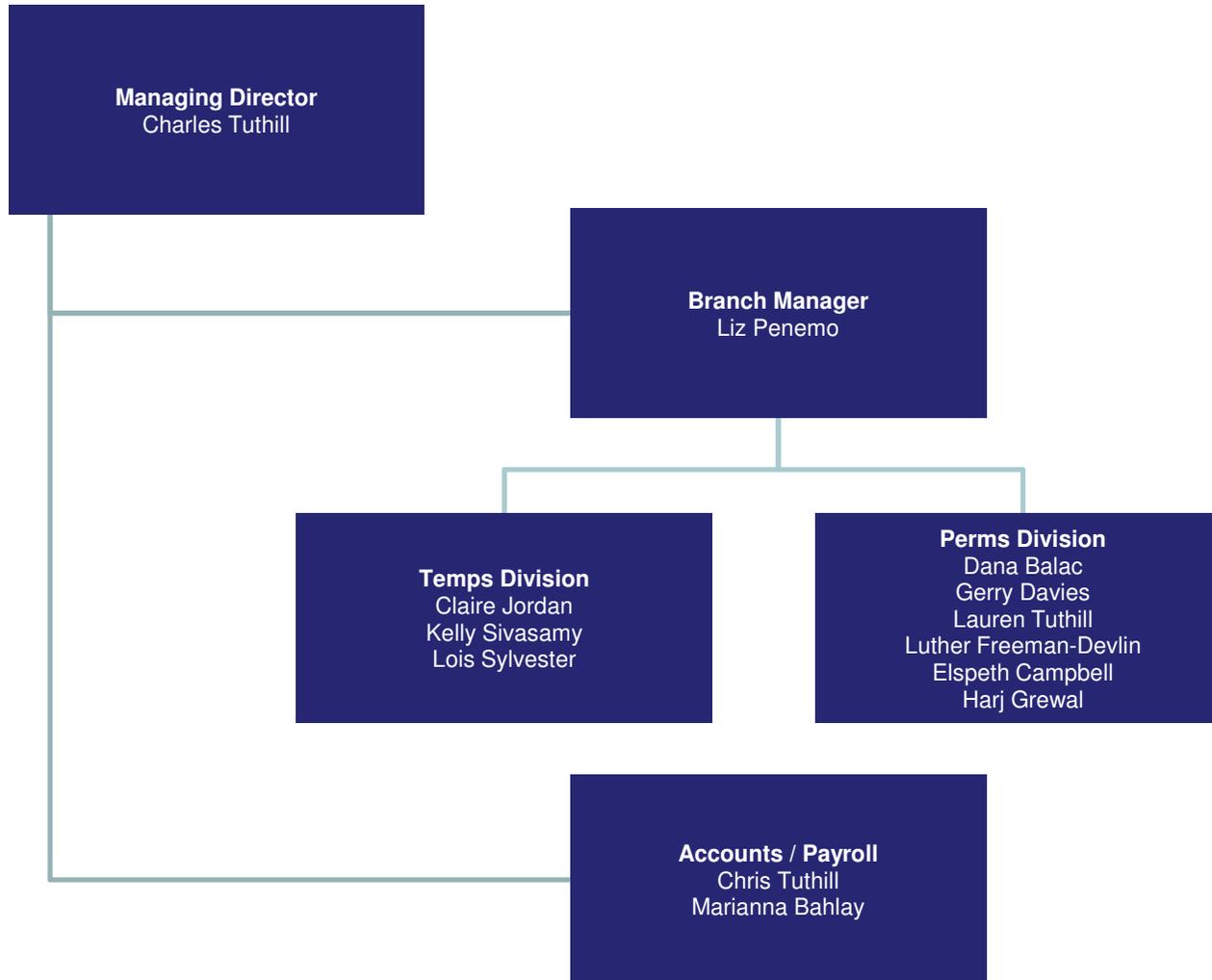
We are strategically based in the heart of Uxbridge, at the epicentre of commuter links, and therefore able to service Middlesex, Berkshire, Bucks, and the West London area.

UEA has a reputation for providing an honest and quality driven service which has resulted in us becoming the first point of call for local business and candidates needing a professional localised recruitment service.

## Our Areas of Expertise

PA, Secretarial & Administration	Sales & Marketing
Accountancy & Finance	Purchasing
Analysts, Auditors & Quality Control	Logistics & Warehousing
Reception	Supply Chain
Technical Support	Data Management
Human Resources	Facilities
Telemarketing, Call Centre, & Customer Services	Import & Export, Graduates, Languages

# Your Team at UEA



# Permanent, Temporary & Fixed Term Contracts

- ✓ Recruiting school leavers and graduates, through to all levels of support staff, team leaders, supervisors and office managers
- ✓ Typical salaries range from £10,000 through to £45,000
- ✓ A dedicated Account Manager is there to provide ongoing support from the initial instruction through to the final appointment
- ✓ We offer a highly competitive rate structure, encourage service level agreements, and offer a range of salary and recruitment advice, with specialist knowledge of recruitment trends and practices within the local area
- ✓ Our friendly team of Consultants deliver a fast, responsive service that recruits for all types of commercial assignments, from 1 day bookings to ongoing assignments in excess of one year
- ✓ You can be sure to be supplied with the calibre of staff expected and that possess the necessary skills to successfully compliment your team
- ✓ We operate a professional, audited payroll service that typically coordinates the weekly wages of over 150 temporary personnel in accordance with current Inland Revenue legislation and accounts for SSP, SMP and Statutory Holiday Pay
- ✓ In addition, we also offer an outsourced payroll service to clients – which allows you to utilise our cost effective service and the benefits of the temporary employee relationship that this provides

# Our Unique Selling Propositions...

## **Our People**

We count ourselves as unique in many ways but one of our major strengths is our people, most of whom have been with us for many years. In recruitment it is all about what you know and we amalgamate the old and new ways to recruit the best quality candidates that West London has to offer.

## **Our Service**

UEA was among the first agencies of any size to seek and be accredited to ISO standards in the early nineties. Annual audits of our total processes are conducted by auditors from our Accreditation Agents, SGS and it is our proud claim that they have never reported any major corrective actions being deemed necessary.

## **Recruitment Strategy**

A flexible recruitment strategy is used to find only the best and most relevant candidates for your vacancies. We have been established for over 40 years and its formidable reputation draws in many recommended candidates. As a local independent recruitment agency, we can offer a flexible response to differing challenges – strategic decisions can be made on the spot.

## **Service Level Agreements (SLA's)**

We are happy to work with clients' individual SLA's or, alternatively, a negotiated SLA to cover critical aspects of your service expectations including timings for permanent and temporary response to your vacancies.

# Our Candidates...

Uxbridge Employment Agency aims to deliver both quality temporary and permanent staff recruitment services using tried and tested search methodologies backed by the experience we have gained:

✓ **Active Database**

We have a diverse range of high calibre, experienced individuals from all manner of industries. A comprehensive and regularly updated database of candidates, means our ability to deliver is unrivalled by any other local recruitment supplier.

✓ **Fully Interviewed at Registration**

All candidates have attended a full face-to-face interview during registration within our office, where their skills, competencies, achievements, strengths and eligibility to work have been fully assessed.

✓ **Fully Referenced Temps**

Reference checks are undertaken in accordance with our ISO 9001 standards to ensure that temporary staff have a proven track record of supplying the highest standards of work and dedication.



## Our Philosophy...

We offer recruitment packages that echo your way of working. Every client is unique, we realise that our ability to work differently, think differently and respond instinctively to your needs, breeds successful partnerships.

Our strategy is to continually evolve as a market leader. We shape our future from a platform of stability and a trusted reputation, which is backed by a skilled and passionate team.

We never forget that  
we are **people** in a **people business**

## Client testimonials...

*“Over the last 22 years they have always provided an excellent, reliable and efficient service. They understand our requirements and only put forward highly suitable candidates that they have taken the time to interview and assess properly – a genuine recruitment service I can trust.”*

*HR Manager, Fujitsu*

*“I have used Uxbridge Employment for a number of years to assist with recruitment needs. I have found the service to be of a very high and tailored standard, with the consultants being extremely personable and demonstrating pro-active attitudes. The CVs and candidates submitted have closely matched briefs and the team are always a genuine pleasure to deal with - not something I could say about every recruitment supplier out there. Highly recommended.”*

*Recruitment Coordinator, United Biscuits*

*“My very first choice for temporary and permanent recruitment is and always will be Uxbridge Employment. They are different to similar organisations because of their consistency, the way they care about what they do and the real value for money service. A big plus is always being able to talk to the same consultants who have come to know what this company is really looking for.”*

*HR Manager, ITFC Limited*

Contact Us...

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