



We value people above
everything else.

The Recruitment *Specialists*

The Granite City

Granite City, Grey City, Silver City – these are all synonymous with Aberdeen. Since oil was discovered in the North Sea in the 1970s the city has also been known as the Oil Capital of Europe, but there is so much more to this city.

Established in Aberdeen since 1997 our loyal clients extend far beyond the north east of Scotland and the oil and gas industry.

We work with clients across many different local sectors including:

- Professional Services
- Energy
- Culture & Creative
- Food, Drink & Agriculture
- Third Sector
- Transport & Logistics
- Financial Services
- Hospitality & Tourism
- Property & Construction
- Technology
- Life Sciences

A photograph of Marischal College in Aberdeen, Scotland, showing its grand Gothic architecture with multiple spires and a central equestrian statue. The image is overlaid with a semi-transparent green filter.

Marischal College, one of the largest granite buildings in the world

But We Only Recruit Accountants..... Right?

Accounts Payable Team Lead Administrator Agricultural Storeman Apprentice Workshop Technician Assembly Technician Behavioural Coach Billings Administrator **Buyer** Building Operations Co-ordinator **Business Analyst** Business Development Executive **Business Management System Lead Advisor** Business Support Manager **Campaign Manager** **Certification Administrator** Chartering Operator **Chief Executive Officer** CNC Machinist Commercial Administrator Communications and Marketing Advisor Communications Strategist Compensation and Benefits Advisor Compliance and Safety Auditor **Contract Manager** Contracts and Tendering Engineer **Corporate & Commercial Solicitor** Corporate Reporting Lead **Credit Controller** Crewing Officer **Customer Service Advisor** Head of Business Administration **Finance Director** **Document Controller** Drill Pipe Inspector E&P Accountant Electrical & Instrument Technician Electrical Supervisor Electrical Technical Assistant Electronics Repair Engineer **Employment Counsel** Engineering Storeman Event Manager Executive Assistant Expeditor **Exports Agent** Fabrication Shop Manager Welder Field Service Engineer **Finance Analyst** Finance Director Fire Extinguisher Engineer **Forklift Driver** Framework Administrator Freight Forwarder Front of House Supervisor **G&A Cost Analyst** Global Competence Supervisor **Global Mobility Advisor** Recruitment Advisor **Group Financial Controller** Head of Finance **Head of HR Operations** Head of Payment Operations **Head of Talent Acquisition** **HR Advisor** HR Assistant HR Business Partner **HSE Manager** HSEQ Engineer Hub Accountant HVAC Technician Hydraulic Technician Imports/Exports Co-ordinator **Inspection Supervisor** **Integrated Employment Advisor** Internal Sales Co-ordinator Inventory Controller Investor Service Administrator Joint Venture Accounting Team Lead **Hydrocarbon Accountant** Account Co-ordinator Lab Technician Labouring Technician Law Accountant Learning Advisor Legal Secretary Logistics Assistant **Machinist** Maintenance Fitter **Management Accountant** Manual API Turner Manufacturing Engineer Manufacturing Scheduler Marketing Manager Materials Controller Mechanic Mechanical Design Engineer **Mechanical Maintenance Technician** Medical Secretary NDT/MPI Test Engineer Offshore Survey Engineer Oil and Gas Solicitor Onshore Lifting Inspector Operational QHSE Officer **Operations Director** Overheads Cost Controller Overlay Welder Payroll Administrator **Payroll Manager** Performance Administrator Project Manager Personnel Coordinator Personnel Logistics Assistant Practice Business Manager Procurement Manager **Product Support Engineer** Production Assistant Production Manager Project Accountant Property Management Assistant Customer Support Team Leader **QA Engineer** QC Inspector QHSE Manager Quality Engineer **Receptionist** Reconciliation and Monitoring Administrator Recruitment Team Lead Repair Co-ordinator Reporting Manager Retail Merchandiser Revenue Controller **Reward Administrator** Rig Accountant Safety Equipment Technician Safety Officer Sales Administration Supervisor Sales and Marketing Co-ordinator **Sales Manager** SAP Administrator **Supply Chain Manager** Commissions Administrator **Senior Contracts Engineer** Marine Electronics Technician Site Manager SOX Auditor Storeman Subsea Team Lead Supply Chain Process and Training Coordinator Tank Cleaner Technical Librarian Timewriting Assistant **Tender Manager** Test & Assembly Manager Testing Supervisor Tool Technician **Training & Competency** Officer Training Manager Treasury Manager **UK Statutory Reporting Manager** Wages Co-ordinator Warehouse Assistant Warehouse Manager Welder/Fabricator Subsea Welder Welding Engineering Technician **Well Service Co-ordinator** Yard Supervisor

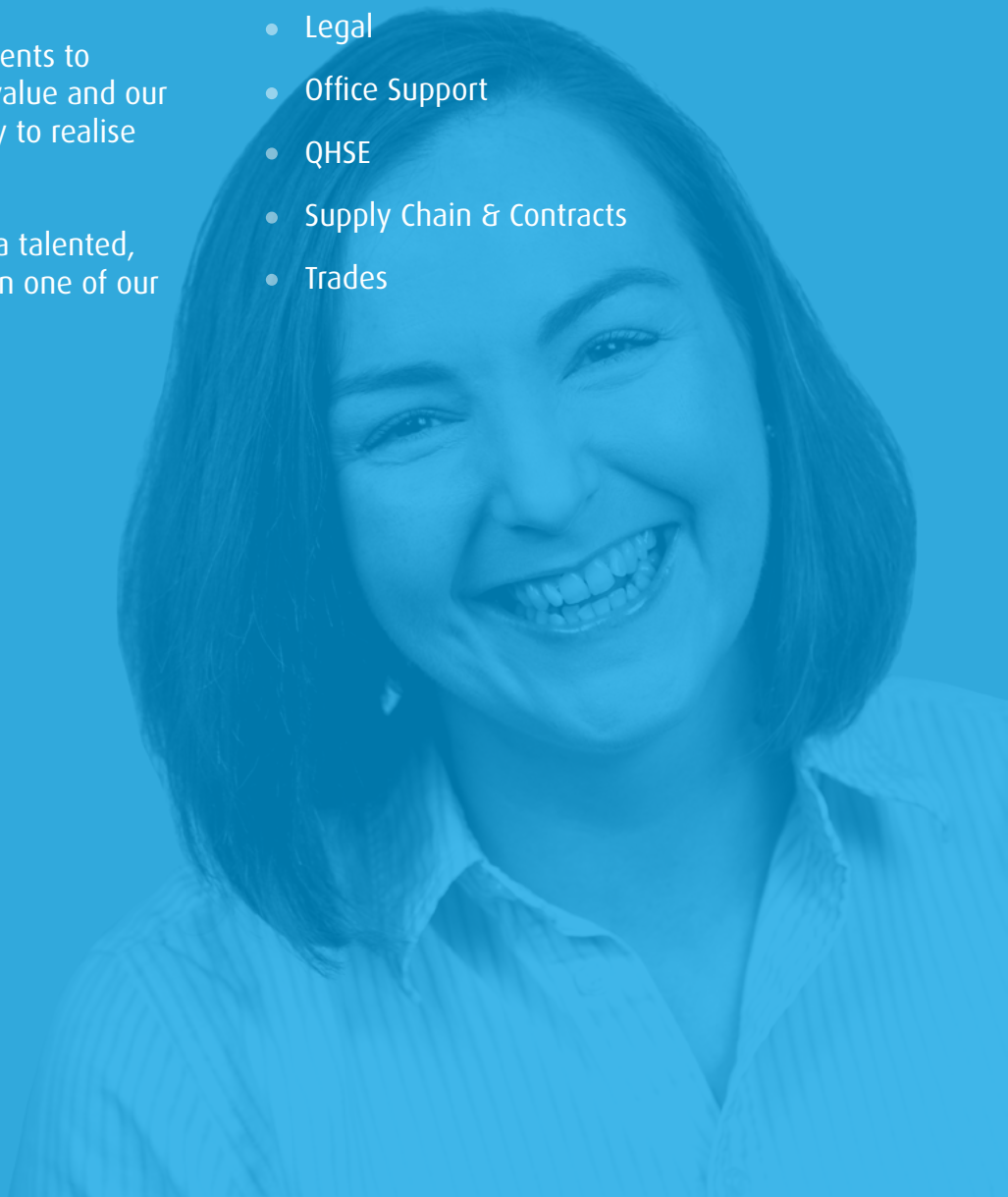
We're Not A Faceless Organisation

We are professional recruitment advisors working with employers ranging from entrepreneurial start-ups to international corporations. Whether it's sourcing an entire team or a key individual role, we excel in the attraction and recruitment of skilled professionals.

We are trusted to introduce our clients to prospective employees who add value and our candidates have faith in our ability to realise their career potential.

Every assignment is managed by a talented, discipline specific consultant within one of our specialisms.

- Accountancy & Finance
- Engineering
- Executive Selection
- Human Resources
- IT
- Legal
- Office Support
- QHSE
- Supply Chain & Contracts
- Trades



Recruitment Is Expensive...

The costs* associated with a poor hire at mid-manager level can be as high as

X3

annual salary.



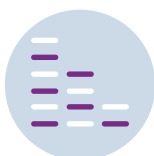
BAD HIRE



POOR PERFORMANCE



STRIFE WITHIN TEAM



IMPACT ON PRODUCTIVITY AND REPUTATION



FINANCIAL LOSS

...if you get it wrong.

We minimise the cost to hire by maximising the effectiveness of each placement.

Testament to our ability to deliver positive results, our business thrives on a high volume of repeat business, with a growing number of new clients enjoying the benefits of working with us to find the talent which others cannot.

We're accountable for the placements we make and if, in exceptional circumstances, a placed candidate leaves within 12 weeks' of commencement we will seek an equivalent replacement at no extra cost.

Your organisation will benefit from working with a recruitment partner which targets the barriers to effective recruitment:

POOR QUALITY CANDIDATES

Only people who are a good match for your organisation will be short-listed from our skilled candidates. If the position is advertised we take care of screening all the responses.

LONG INTERVIEW PROCESS

The average time to hire a new employee is 25 days. It does not have to be this long. By following our selection and interview guidance you'll find the process becomes shorter and more efficient.

LOST PRODUCTIVITY

Worried that managing a recruitment drive will detract your attention from the many other responsibilities you have to juggle? Don't be. Working with an effective recruitment partner significantly reduces the time you spend on the recruitment process.

Source: REC Perfect Match

*Costs included lost productivity, training/inductions, secondary resource, impact on morale and performance.

Executive Selection is not a black and white process, but your decision to work with us should be.



Amanda McCulloch
Managing Director

T 01224 327 016
E amcculloch@tmmrecruitment.com

So, What's In A Job Title?

Our recruiters are called consultants for a reason. Our philosophy is to consult and collaborate because only by understanding your exact requirements, and providing effective support throughout the recruitment process, can we efficiently deliver a recruitment service which impresses you and delivers your objectives.

As specialist recruiters we place an emphasis on customer service and market knowledge. Combined with an understanding of your requirements and some intelligent thinking, you'll receive advice which is honest, impartial and constructive, with your best interests at heart.

Attributes of our recruitment consultants:

- Ability to listen and evaluate.
- Good communication skills.
- Delivers on promises.
- Honest and respectful.
- Knowledgeable and supportive.
- Curious.
- Responsive, resourceful and reliable.
- Tenacious.
- Credible and professional.



We Take Care Of Your Job

Every employer is different so if we haven't worked together before it's important that we meet. During this information gathering session we'll be interested to understand:


- The structure of the business/team
- Skills required for each vacancy
- Organisational fit for each vacancy
- Development opportunities
- Remuneration practices
- Short and medium term business plans
- Current barriers to growth and people challenges
- Business challenges and aspirations

With this information we can now confidently and authentically represent you – a key part of the candidate attraction process.

As a result of our strong market presence we attract the best available candidates including "passive" registrants who would consider new job opportunities presented by trusted recruitment advisors.

Account managers become an extension of your in-house team, offering a fresh perspective, providing alternative solutions and proposing recommendations.

As well as a supportive advisor and trouble-shooter we guarantee your account manager will:

- Understand the requirements of every vacant position to ensure best fit.
 - Ensure your company specific recruitment imperatives and processes are followed.
 - Arrange bi-annual site visits and quarterly telephone reviews as a minimum.
 - Provide effective candidate management.
 - Be responsible for achieving internal recruitment drive KPIs.
- 

Recruitment Fundamentals

Fundamentally, recruitment is all about relationships and exceptional customer service. It's all about you.

We use technology as an enabler for effective relationship building. We leverage technology to drive efficiencies, streamlining our processes by deploying systems and tools which promote effectiveness and respond to the evolving online behaviour of our customers.



Your Service Plan

CLIENT MEETING

We get to grips with your requirements and, if you are unsure of the exact skillset you require, we'll work to identify those with you. We'll also advise on market rates, remuneration practice and candidate availability.

JOB SPEC AND PLAN

We can produce job specifications which accurately reflect your brand and are optimised to attract your target candidate. We'll agree a timeframe for completing the recruitment assignment too.

ADVERTISING

Our in-house team can produce engaging client branded campaigns which complement the candidate matching work of our recruitment consultants. Wider vacancy exposure can be achieved via carefully selected job boards and professional networks.

RESEARCH AND APPROACH

We assess candidates, against your brief, and provide constructive feedback to candidates while effectively managing their expectations.

PROFILE AND SHORTLIST

Our uncompromising screening, including interviews, references, "Right To Work" and background checks ensures we present only the most relevant candidates, with detailed supporting notes.

Our Service Delivery

INTERVIEWS

We can prepare a selection criteria framework and propose effective questioning strategies. Subject to your resources, we offer a complimentary interview panel member service to clients who use us exclusively.

PSYCHOMETRIC ASSESSMENT

Psychometric assessment can significantly improve the selection outcome. Our recommendation is to conduct profiling at second round interview stage, with comprehensive feedback provided to both candidate and client when this value adding service is utilised.

OFFER MANAGEMENT

Job offers can be fraught with difficulties as last minute reservations and counter-offers arise. We anticipate these circumstances and adhere to transparent, ethical recruitment practices which ensure there are no surprises at the job offer stage, with both parties absolutely agreed on the nature and terms of employment.

Unsuccessful candidates are promptly and courteously informed and offered comprehensive feedback.

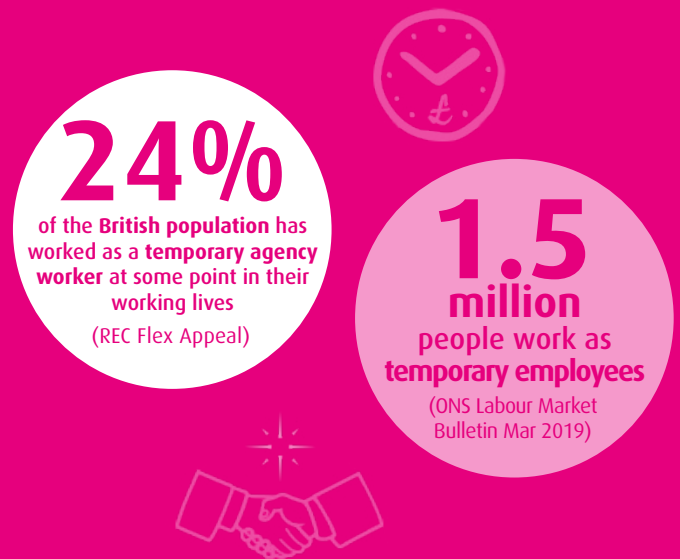
AFTERCARE

Our personal service extends to regularly keeping in touch with the placed candidate and client during the probationary period. We also maintain regular contact with our temporary workers, managing all aspects of their weekly payroll, pension and AWR requirements. Furthermore, feedback is requested through our customer satisfaction questionnaire.

Temporary Worker Support

The requirement for temporary cover can arise suddenly, but we are adept at responding to your needs.

Once you have engaged one of our temporary workers our in-house payroll solutions team takes the hassle out of managing payroll, pension, timesheet and Agency Worker Regulation requirements, leaving you free to focus on your business. We also manage the payment of limited company contractors and non-sourced temporary workers.



Salary Benchmarking

By taking a systematic approach to researching remuneration best practice we provide impartial guidance on robust compensation strategies.

Benchmarking is important as this “health check” of your employees’ salaries and benefits:

1. Leads to informed decision making during annual pay reviews and new start appointments.
2. Helps attract and retain valued employees.
3. Ensures remuneration packages fairly recognise employee contributions.
4. Shapes a competitive remuneration structure which has longevity.
5. Provides insight to competitor remuneration and benefit structures.
6. Identifies accurate comparators for atypical roles.



Psychometric Assessment

Have you ever hired someone who did not perform well at interview?

It's unlikely, yet we all know that a great interview does not guarantee great job performance.

Introducing DISC psychometric assessment to the recruitment process offers insights into how personal traits will impact performance at work, how a new recruit will impact team dynamics and raises awareness of what's missing from an existing team, elevating it to a high performance team.

Our assessment tool is supplied by Thomas International. It only takes 6-8 minutes to complete and the analysis we present offers insight into how personal traits impact performance at work, preferred working styles and the impact of stress on responses.



To find out more on DISC Psychometric Assessments, visit: tmmrecruitment.com/employers

Market Mapping

Only with the right information can you make the best strategic decisions.

Our Market & Talent Mapping service is discreet and rigorous competitor research and industry analysis which assesses the available talent for your specific business needs.

This solution is relevant to organisations that:

- Desire a market overview in order to benchmark skills and competencies.
- Want to be certain the ideal candidate does in fact exist in the market.
- Are engaged in the process of succession planning, diversity mapping or general executive benchmarking.
- Intend to expand or launch into a new market or geographic location and want to better understand the local talent pool.

We Keep It Simple

We recognise recruitment can often be far from straightforward, but you'll find that working with us is easy. We won't bamboozle you with business speak, complicated fee structures or recruitment terminology.

As a member of the Recruitment & Employment Confederation (REC), the professional body for the recruitment industry in the UK, we abide by its Code of Professional Practice, are ambassadors for its Good Recruitment Campaign and significantly exceeded the requirements of its audited compliance test.

Our aim is to be better than we were yesterday, so we strive to provide a learning environment, full of development opportunities for our employees while ensuring that it is also an enjoyable place to work.

Combining this with our business imperative of being the best recruitment agency in the north east of Scotland we regularly refer to our culture statement and values, touch points for our ethical working practices:



If you are unsure what to expect from ethical recruitment best practice visit our website:

tmmrecruitment.com/about/best-practice.php

INTEGRITY

RELATIONSHIPS

QUALITY

SPIRIT

“Set the standard, improve each day and have some fun.”

Committed to supporting the community in which we work, Thorpe Molloy McCulloch operates an inclusive social responsibility programme.

Judith Thorpe, Karen Molloy and Amanda McCulloch hold third party advisor roles with not for profit organisations.

Our annual art competition, "My Future Aspirations" catches the imagination of children across the north east as they convey their career hopes for the future through art.



Visit our website to be inspired
tmmrecruitment.com/artgallery

"My career aspiration for the future is to be a head engineer. I will live in Spain where my future will be golden."

Cailean Ritchie, Alford Academy
First competition winner in 2009



The home of good recruitment.

If we have made a good first impression get in touch to find out more about us, the services we provide and how we can help you. Visit our website to read testimonials, consultant biographies or our latest news.

38 Albyn Place Aberdeen AB10 1YN T 01224 327 000 E hello@tmmrecruitment.com tmmrecruitment.com

