

This list is by no means exhaustive, but aims to reflect the diversity of positions offered within our specialist sector. If a particular job role is not listed, it doesn't mean that we can't help with it! For clarification and information please contact us.

We can provide both temporary and permanent candidates for the following job roles:

Secretarial

- Executive Assistant
- Personal Assistant
- Team Secretary
- Legal Secretary
- Shorthand/Audio Typists



Administration

- Office Manager
- Administrator
- Receptionist
- Data Processor/Entry Clerks
- Office Assistant



Procurement

- Procurement Manager
- Buyer

IT Help Desk

- 1st and 2nd Line Support

Human Resources

- Human Resources Manager
- Human Resources Officer
- Human Resources Administrator

Project Management

- Project Manager
- Project Administrator

Sales

- Business Development Manager
- Sales Manager
- Key Account Manager
- Account Manager
- Account Executive
- Sales Representative
- Telesales Executive
- Sales Administrator
- Fundraisers
- Database Administrator



Customer Service/Call Centre

- Call Centre/Customer Service Manager
- Call Centre/Customer Service Team Leader
- Call Handler
- Multi-lingual Call Handler
- Customer Service Co-ordinators



Marketing/PR

- Marketing Manager
- Marketing Executive
- Marketing Co-ordinator
- Marketing Assistant
- PR Executive
- Events Manager
- Events Co-ordinator

- Data Entry Clerks
- Customer Service Advisors
- Helpdesk Advisors
- Customer Billings Clerk

Light Industrial

- Warehouse/Logistics Manager
- Warehouse Operatives
- Production Operatives
- Pickers/Packers
- Goods in/Out
- Despatch
- Porters
- Quality Control

Finance

- Management Accountant
- Part Qualified Accountant
- Bookkeeper
- Payroll Officer
- Credit Controller
- Purchase/Sales Ledger Clerk
- Accounts Assistant

As an employer you may be interested to receive a complimentary copy of our latest Salary Survey, which records salaries and benefits packages currently paid for many of the above mentioned job functions. Please contact us for your copy.



Temporary Solutions

Help and understanding

Whether you are looking for maternity, sickness or holiday cover, someone for a special project, or just to cover during busy periods – Delaney Browne can help. Whether you need cover for a day, a week, a month – we will accommodate your timescale.

Ideally we like to meet with you in person to gain a better understanding of the role in question, the type of person you are looking for in terms of skills, ability and personal attributes, and to observe the working environment in terms of work ethic and culture.

However, we appreciate that time is invariably of the essence and therefore, we are always very happy to take details over the telephone or by email.

With the information to hand we work hard to match the skills required and place someone who we believe will fit into your environment as quickly as possible and with little fuss.

By booking one of our temporaries you trust us with your business and we value this trust.

Making it easy

There are no payroll liabilities such as Tax and NI for you to worry about, because we organise payment of these on your behalf. We will charge you an appropriate hourly rate and all you need to do is settle the account.

Eligibility to work and proof of identity are confirmed for all our temporary staff and references are taken wherever possible.

As a matter of course, we will brief temporary staff on the assignment as well as your organisation and culture.

Candidates

We really get to know our candidates through extensive interviewing. The candidate registration process lasts approximately one hour and during this time we will evaluate their skills, ability and aptitude, as well as discussing their employment history and assess their personality type.

It's not rocket science!

We know that if staff are happy, motivated and treated well, then they will perform to their maximum ability. By taking care of our staff we are able to take care of your business by providing outstanding individuals who may even exceed your expectation. You could find yourself offering them permanent employment as a result!

We motivate our temps in many different ways: with holiday pay accrued from day one; 'Temporary of the Month' award; goodies during the National Temporary Workers Week; on-going recognition and feedback from assignments; weekly contact and of course, excellent rates of pay.

Temporary workers are happy and healthier than permanent workers!
(According to research from the Dept of Management, Kings College, London)

So why choose Delaney Browne Appointments for your temporary staffing solutions?

In simple terms, these are some of the reasons why so many of our current clients choose us:

- When the speed of response to your need is critical we can deliver. We always have a healthy bank of temporary staff who we can match to your needs at short notice.
- If you are looking for a candidate with specific skills then we will advertise the position on your behalf at no cost to you.
- We evaluate the skills, ability and aptitude of all our temporary staff as well as ensuring that they will suit your organisation and hit the ground running.
- We confirm the eligibility to work and proof of identity of all our temporary staff, and references are taken wherever possible.
- You can expect the very best in customer service from our Temps Consultants, who have a wealth of experience in organising and placing their temporary staff.
- You don't have to organise the payment of employer liabilities such as Tax and NI – we do all of this for you. We will charge you an appropriate hourly rate and all you need to do is settle the account.
- All temporary staff are given a briefing and introduction to your organisation before commencement of any assignment.

Quality Management

We are continually striving to perfect the service we offer to our clients and offer:

- Service Satisfaction programmes – enabling client feedback
- Preferred Supplier Agreements
- The provision of Management Information
- Service Level Agreements

For more information about the service we offer visit our website

www.delaneybrowne.co.uk

or contact

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