

# quality permanent & temporary candidates

**ADMINISTRATOR**

Ref: 123234

This candidate is an immaculately presented and highly experienced administrator, who has a wealth of experience within the Financial Industry, but is open to new challenges and new environments. This person is highly personable, very reliable, has a great knowledge of Microsoft programs and would be an asset to any organisation.

**Permanent**  
**£18,000**

**Available**  
**Immediately**

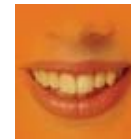
**TRAINEE ADMINISTRATOR**

Ref: 123262

A quietly confident and conscientious candidate with several years' experience working in an administration support capacity. Background is Financial Services and duties have included responding to client emails, taking notes at client meetings, typing and fielding telephone calls. Polite with a calm and unflappable nature.

**Temporary or Permanent**  
**£13,000 - £14,000**

**Available**  
**Immediately**

**PURCHASE LEDGER / ACCTS ASST** Ref: 1695

Warm, immaculately presented with pleasant and friendly manner. Extensive Purchase Ledger experience. Having worked most recently in a supervisory capacity, this individual is now looking for a position locally with a focus on the Accounts function, without managerial responsibilities. Very experienced in Credit Control and Sales Ledger.

**£16,000 to £17,000**  
**Permanent**

**Available**  
**Immediately**

**CUST SERVICE / SALES ADMIN** Ref: 123274

Intelligent and personable candidate with varied experience encompassing customer service and sales administration. Worked in various industry sectors including Manufacturing, where duties included order processing, invoice authorisation, and in Education Services involved predominantly in the co-ordination of engineers installing software. Well presented and confident, excellent references.

**Temp to Perm**  
**£16,000**

**Available**  
**Immediately**

**TEAM LEADER – CUST SERVICES** Ref: 123145

This individual thrives on building and motivating teams within a customer services environment. A strong believer in customer satisfaction, and a particular skill in developing team members, this candidate would immediately make a positive impact within any team. Looking for a new role as current employer is relocating. Seeks stable and friendly environment. You will always get 100% from this candidate!

**Permanent**  
**£20,000**

**Available**  
**Immediately**

**ACCOUNT MANAGER**

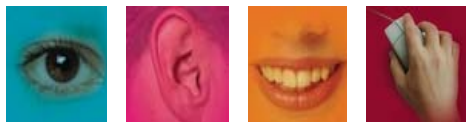
Ref: 123214

Superb candidate with a proven track record within Sales and Account Management. Highly organised and driven to succeed, this individual has been with current company for more than 11 years and is now looking for a new challenge. Articulate, with excellent communication skills, has experience across all sales disciplines and is committed, confident and very enthusiastic. Works well to deadlines, meets targets and is not afraid to approach sales cold.

**Permanent**  
**£23,000**

**4 Weeks' Notice**

If you are interested in any of the above applicants please contact:  
**Maria Mazzei BCom MREC, or Chris Surgenor MREC on [01234 269191](tel:01234269191) or [bedford@shepherdstubbs.com](mailto:bedford@shepherdstubbs.com)**



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Rugby: 9 Castle Street, Rugby, Warwickshire, CV21 2TP, Tel: 01788 560044 Fax: 01788 560054  
Executive: 1<sup>st</sup> Floor, 21a Market Street, Kettering, NN16 0AH, Tel: 01536 414484 Fax: 01536 414485



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**OFFICE TRAINEE**

Ref: 9637

This person is looking for a first office-based opportunity and has a natural flair with computers. Experience with Microsoft Word, Excel, PowerPoint, etc. Strong keyboard skills with excellent data entry input speed (8,000 keystrokes per hour). A natural communicator with good telephone manner, who enjoys being a participant within a team and is equally capable of using own initiative. A candidate with great potential.

**Temporary or Permanent**  
**£10,000**

**Available**  
**Immediately**

**MARKETING ASSISTANT**

Ref: 9643

A well presented graduate that has recently completed a BA Honours Degree in Business Studies (achieved 2:1), has 10 GCSE's and 3 A-Levels. Having really enjoyed the marketing aspect of the course, is now looking to build a career in this field. This candidate is a confident communicator with excellent organisational skills. IT literate with intermediate Microsoft Word, Excel and PowerPoint and basic knowledge of Access.

**Temporary or Permanent**  
**£16,000**

**Available**  
**Immediately**

**WAREHOUSE 'GOODS IN' MANAGER** Ref: 9584

A resourceful and self-motivated manager, with excellent people management skills. This candidate has 16 years experience and knowledge within logistics and procurement. Capable of controlling own department's budget, handling personnel-related issues and communicating at all levels. Mature outlook and a positive "hands-on" approach.

**Temporary or Permanent**  
**£20,000**

**Available**  
**Immediately**

**IT TRAINER**

Ref: 9584

A highly competent and adaptable candidate with a wealth of experience within training, events management and sales and marketing. Has previously conducted training on SAP system to employees within two major corporate companies. Experience also includes PA to Supply Chain Manager and Sales and Marketing Co-ordinator. Advanced Microsoft Office skills, with a copy typing speed of 45 wpm. A dynamic and motivated team player with a strong sense of integrity.

**Temp/Permanent**  
**£20,000**

**Available**  
**Immediately**

**LEGAL SECRETARY**

Ref: 8159

An experienced residential and commercial conveyancing Legal Secretary who has also worked within probate, matrimonial, criminal and personal injury departments. This candidate is also capable of adapting to a non-legal commercial environment. Skills in Microsoft Word with typing speeds of 75wpm. An audio typist who is also very capable with e-mail and the Internet. This candidate is extremely efficient with great attention to detail.

**Temporary or Permanent**  
**£17,000**

**Available**  
**Immediately**

**ACCOUNT MANAGER**

Ref: 9589

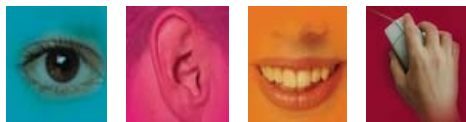
An extremely well presented articulate, adaptable and customer driven Account Manager, capable of recognising and maximising business development opportunities. This candidate has meticulous attention to detail and is a resourceful problem solver with proven leadership qualities. Experience within the service sector of the Automotive Industry - particularly fleet management. Would consider using variety of transferable skills and experience in an alternative environment.

**Temporary or Permanent**  
**£35,000**

**Available**  
**Immediately**

If you are interested in any of the above applicants please contact:

Melanie Richardson MREC or Donna Wagstaff MREC on [01480 470477](tel:01480470477) or [stneots@shepherdstubbs.com](mailto:stneots@shepherdstubbs.com)



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## PURCHASE LEDGER

Ref: 4786

An organised candidate who is experienced in all aspects of Purchase Ledger including: sorting posts by accounts, matching, batching and coding of invoices, investigating and dealing with all supplier queries and entering journals. Experience also in invoicing, updating Excel, Quest and Sun systems, dealing with staff expenses and petty cash and other general administrative duties.

**Permanent**  
**£15,000**

**1 Month's Notice**



## SALES CO-ORDINATOR

Ref: 1862

A confident candidate with excellent interpersonal and problem solving skills. Proactively ensures team achieves sales targets and co-ordinates sales leads, relevant fact finds, valuations and quotations. Experience of coaching sales techniques, providing management information, working on own initiative. Achieves deadlines whilst maintaining and building customer relations by providing excellent customer service.

**Temporary**

**Available Immediately**



## MARKETING CO-ORDINATOR

Ref: 5408

A self-motivated and talented marketing and management professional. Has compiled, developed and implemented an annual marketing member recruitment and retention strategy and developed marketing operational plans in line with agreed strategy. Competent in updating marketing materials, copy writing, design and overseeing individual campaigns. Proficient user of MS Office and Publisher.

**Permanent**  
**£25,000**

**Available Immediately**



## SENIOR ADMINISTRATOR

Ref: 5412

A flexible, conscientious and committed team member with first class communication skills. Preparation and circulation of weekly KPI reports, negotiating prices with vendors, raising purchase orders for consumables and equipment, authorising invoices against budget of £7.5m, managing FLT certification and training, creating and maintaining databases. Advanced user of SAP, SAGE Windows XP and CAD.

**Permanent**  
**£17,500**

**Available Immediately**



## CUSTOMER SERVICE MANAGER

Ref: 5404

A self-motivated professional who has extensive experience of customer services and sales management within production. Ability to work under pressure within a challenging environment. Preparation of monthly sales forecasts and budgets, daily management of a small team, account managing key customers, working with technical specifications. A proficient user of SAP.

**Permanent**  
**£25,000**

**1 Month's Notice**

## RECEPTIONIST / ADMIN

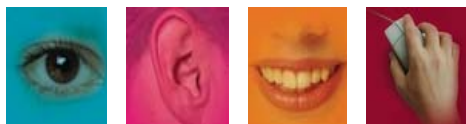
Ref: 5291

A reliable, conscientious candidate who is friendly, professional and flexible. Experience of operating a computerised switchboard, meeting and greeting visitors, answering and directing all incoming calls, maintaining reception area, organising meetings and appointments and general filing, photocopying and administration.

**Temporary**

**Available immediately**

If you are interested in any of the above applicants please contact:  
Lesley Tims BSc Hons, MREC (Temporaries), or Leah Westerby BA Hons, MREC  
(Permanents) on [01536 414484](tel:01536414484) or [kettering@shepherdstubbs.com](mailto:kettering@shepherdstubbs.com)



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**ADMINISTRATOR**

Ref: 2133

Looking to develop existing competent and professional administration skills, this candidate is looking for a challenge for 2008! A bright and enthusiastic person whose experience includes handling up to 100 customer service calls per day, liaising with people at all levels and inputting orders/information as required. Numerate, with excellent PC skills.

**Temp to Perm**  
**£16,000**

**4 Weeks' Notice****CUSTOMER SERVICE ADMIN**

Ref: 1695

Super individual with a proven and consistent background in customer care. This candidate has many years' experience within a sales environment, dealing with people at all levels and is highly motivated, hardworking and a team player. Possesses a professional manner and has an energetic approach. Advanced Word, Excel and PowerPoint skills and is available now!

**Temporary****Available Immediately****SALES ADMINISTRATOR**

Ref: 2132

Available immediately, this applicant has a wealth of varied sales administration experience. Advanced PC skills in Word, Excel, AS 400, experience of M/S Access. Has basic accounts skills and is numerate. Previously reporting into the Sales/Marketing Director, duties involved sales reporting, forecasting, preparing mailshots, pricelists, chasing bookings and deliveries, providing POD's.

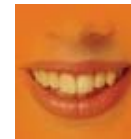
**Permanent**  
**£18,000**

**Available Immediately****PA / SECRETARY**

Ref: 1862

Adaptable and conscientious secretary with a friendly and outgoing personality. This candidate has an eye for detail, good organisational skills and the ability to prioritise tasks. Intermediate Microsoft Office skills in Word, Excel and PowerPoint and is capable of producing very high quality documents and presentations. Hands on candidate who is happy to support a team wherever required.

**Temp or Permanent**  
**£17,000**

**Available Immediately****SENIOR ADMINISTRATOR**

Ref: 2104

Looking for a permanent role that has a challenge, this excellent all-rounder has many skills to offer you. This candidate is best when working with people as she has outstanding interpersonal skills and has a confident but personable approach. Excellent written and verbal communication skills and can work as part of a team or individually. Used to working on own initiative.

**Permanent**  
**£15,000**

**4 Weeks' Notice****ACCOUNTS ASSISTANT**

Ref: 2146

This candidate is a highly experienced accounts assistant with excellent all round knowledge up to and including trial balance. Experience in computerised sales/purchase ledger, invoicing, credit control, payroll and most aspects of book keeping. Excellent knowledge of Sage with a friendly and outgoing personality, looking for a company to expand on existing skills. Excellent communicator with great organisational skills.

**Temporary****Available immediately**

If you are interested in any of the above applicants please contact:  
Sue Sneath MREC (Temporaries), or Nicole Damerum (Permanents) on  
[01788 560044](tel:01788560044) or [rugby@shepherdstubbs.com](mailto:rugby@shepherdstubbs.com)



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