

# RECRUITMENT AGENCIES AND ONLINE JOB BOARDS 2010/2011

## HOW TO USE THIS GUIDE

This guide is intended to help students and graduates identify recruitment agencies that can help place them in employment. It includes agencies who have informed The Careers Group, University of London of their services as well as agencies we have identified from industry journals and the internet, but it is not meant to be comprehensive.

The Careers Group has tried to ensure that all the organisations listed here are bona fide; however we are unable to verify the details in their entries and therefore are unable to accept responsibility for their claims.

Agencies which have started up in the last few years may not have as large a client base as the more established organisations. Newer agencies, however, may offer more advanced and/or specialist services. These factors may be worth considering when choosing which agencies to approach. To find out if the services they offer meet your needs, take some time to research the agencies with which you intend to register.

**This publication can be provided in alternative formats upon request. Contact the Head of Communication Services on 020 7863 6041.**

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# RECRUITMENT CONSULTANCIES/AGENCIES

## WHAT ARE THEY?

Recruitment consultancies match people looking for jobs with job vacancies. They charge the employer a fee for successfully placing job hunters into specific jobs. When placing temporary staff with organisations, agencies usually charge the employer an hourly rate, and then pay the worker themselves. It is always in the agency's interest to find the best person for the job, thereby satisfying their client. For this reason they are unlikely to put you forward for jobs which don't match your skills and experience.

There are different kinds of consultancies. High street chains have a range of positions - often clerical, secretarial and administrative roles. They can be a good source of temporary positions. Many new and well-established agencies have websites with lists of vacancies to browse and the option to register your details online.

Not strictly agencies, online job boards enable employers to display vacancies on the site and email the details to relevant registered candidates. Usually they will not get involved in matching or selecting candidates. Posting your CV on a CV bank allows it to be browsed by subscribing employers. Check the privacy statement of any site to which you submit your CV.

## WHY SHOULD I USE A RECRUITMENT CONSULTANT?

- Access to thousands of part-time, temporary and full-time employment opportunities. In some sectors, employers will recruit almost exclusively through agencies.
- Great way of finding opportunities in smaller organisations you may not have heard of, which don't have the resources to invest in the more traditional ways of recruiting.

- Consultancies take some of the hard work out of finding a job and can offer a speedier route into employment. Some will email or text vacancies to you as soon as they receive them from employers.

But...

- Avoid using consultancies as your sole job hunting method. Many graduates become disillusioned when, despite having registered with several recruitment agencies after finals, they have little success in securing interviews.
- Consultancies only have access to a limited section of the job market and some sectors rarely use their services. So make sure you know where the employers you want to target are likely to advertise.

## HOW DO I CHOOSE A CONSULTANCY?

- Word of mouth can be a useful tool. Talk to people who are already working in that career area and they should be able to tell you which agencies are commonly used. You could also call the HR department of the organisation you want to work for and find out which agencies they use.
- Specialist consultancies advertise in sector-relevant press. Websites for professional bodies will also sometimes include details of related agencies.
- Go to [www.rec.uk.com](http://www.rec.uk.com). This is the website of the professional body for UK recruitment consultancies and has a list of members, which you can search by sector and location. All members must agree to operate under the REC code of conduct.
- Check the number, dates and types of vacancies the consultancy is advertising. Many consultancies have websites which include vacancy details; this can help you to make sure the agency suits your needs.
- Consultancies which have been established for several years most likely will have built up relationships with employers and are perhaps more likely than newer agencies to have a constant supply of vacancies.
- Remember - it is illegal for a consultancy to charge for finding you a job. Some may offer additional services such as CV writing, which will carry a fee, but you should not be required to sign up for any of these services.

## HOW MANY SHOULD I SIGN UP WITH?

- Go for a manageable number that will allow you to keep in touch with a consultant at each.
- Keep in mind that signing up with too many agencies in the same sector can result in your details being submitted to the same employer multiple times, making you look desperate.

## HOW CAN I INCREASE MY CHANCES OF SUCCESS?

- Be friendly, professional and try to build up a relationship with your consultant. If you impress them, they will believe you can impress an employer.
- Keep in touch. You will not be the only person on that consultant's books, so make sure you don't get overlooked.
- Keep your details up to date. If you acquire new skills or qualifications, let your consultant know. If you are aware that you lack particular skills, try and remedy the situation perhaps by taking a course or doing some voluntary work. Sometimes upgrading your IT skills can help you get your first break. Make sure your CV outlines all of your relevant skills.
- Don't be too proud. You might get offered a job that you think is beneath your capabilities, but if you have limited experience a lower level job can be a great route into an organisation.

## HOW SHOULD I USE THIS BOOK?

This book is a good starting point if you are trying to find consultancies interested in graduates. Look at the information, identify those that are relevant to your needs, check their websites and make your approach. Good luck!

# AREA OF WORK INDEX

## ADMINISTRATION AND OFFICE

Action First Recruitment Consultants plc | Attic Recruitment Ltd | The Careers Group, University of London | Eden Brown | International Language Communications (ILC) | jobs.ac.uk | People First (Recruitment) Ltd | Sue Hill Recruitment Services Ltd | TipTopJob.com

## BUYING, SELLING AND/OR RETAIL

Absolute Appointments | Albany Appointments Ltd | Brampton Stafford Recruitment | BTA (Bladen Taylor & Associates) | The Careers Group, University of London | CommsResources | Estate Agency Recruitment (Property Sales and Lettings) | Freedom Recruitment | International Language Communications (ILC) | LanguageMatters | Lipton Fleming Recruitment | Media Contacts Ltd | Meta-Morphose International | Premier Group Recruitment Ltd | Seven Ltd | TipTopJob.com

## CATERING AND HOSPITALITY

Linda Raymonde Events Recruitment | The Careers Group, University of London

## CHARITY

The Careers Group, University of London | Charity Action Recruitment | TipTopJob.com

## CONSTRUCTION AND PROPERTY

Allant Europe Limited | Calco Services Ltd | The Careers Group, University of London | Eden Brown | Matchtech Group plc | Mjhrecruitment Solutions Limited | Project Resource Ltd | TipTopJob.com

## CREATIVE, DESIGN AND CRAFT

The Careers Group, University of London | Eden Brown | G2 Technologies (UK) Ltd | Judy Fisher Associates | TipTopJob.com

## EDUCATION

Acquire A Teacher Ltd | Anglo-Hellenic Teacher Recruitment | Capita Education Resourcing | Career Teachers | The Careers Group, University of London | Celsian Education | Celsius Graduate Recruitment Ltd | Eden Brown | Teachweb | TipTopJob.com

## **ENGINEERING AND/OR ELECTRONICS**

Advanced Resource Managers Ltd (ARM) | Allant Europe Limited | The Ames Consultancy Ltd | Brampton Stafford Recruitment | Calco Services Ltd | The Careers Group, University of London | CommsResources | Eden Brown | G2 Technologies (UK) Ltd | Matchtech Group plc | Premier Group Recruitment Ltd | Project Resource Ltd | TipTopJob.com

## **ENVIRONMENT AND PHYSICAL RESOURCES**

Brampton Stafford Recruitment | The Careers Group, University of London | Dynamic Recruitment Solutions | StudentForce for Sustainability | TipTopJob.com

## **FINANCE, ACCOUNTING AND BANKING**

BLT | Brampton Stafford Recruitment | The Careers Group, University of London | Celsius Graduate Recruitment Ltd | Dynamic Recruitment Solutions | Eden Brown | eFinancialCareers.com | FreshMinds Talent | Huntress | Incisive Limited | International Language Communications (ILC) | Mason Blake | Millar Associates (Masters or PhD) | NFJ Search International Ltd | Sheridan Maine Limited | TipTopJob.com

## **HEALTH CARE, SOCIAL AND/OR CARE WORK**

AASWS | Action First Recruitment Consultants plc | The Careers Group, University of London | Eden Brown | Medisec East | TipTopJob.com

## **INFORMATION MANAGEMENT**

Jobsforinfopros.com | Sue Hill Recruitment

## **IT AND TECHNOLOGY**

Aardvark Swift Recruitment Ltd | Abris Ltd | Advanced Resource Managers Ltd (ARM) | Brampton Stafford Recruitment | Celsius Graduate Recruitment Ltd | The Careers Group, University of London | CommsResources | Connections Recruitment Ltd | ECM Selection | G2 Technologies (UK) Ltd | Huntress | Incisive Limited | Just IT Training & Recruitment | Languagematters | Matchtech Group plc | NFJ Search International Ltd | Premier Group Recruitment Ltd | TipTopJob.com

## **LANGUAGE**

Brampton Stafford Recruitment | The Careers Group, University of London | Languagematters | Oak Tree Recruitment Ltd | Perfect Employment | People First (Recruitment) Ltd

## **MARKETING, MEDIA AND PUBLISHING**

Absolute Appointments | Albany Appointments Ltd | The Careers Group, University of London | F1 Recruitment | FreshMinds | Inspired Selection

International Language Communications (ILC) | Judy Fisher Associates | Linda Raymonde Events Recruitment | Lipton Fleming Recruitment | Media Contacts Ltd | Reilly People | Sue Hill Recruitment | TipTopJob.com

## **MULTIPLE SECTORS**

Aston Taylor Ltd | Berry Recruitment | Best Graduates Ltd | BetRecruit | BLT Brampton Stafford Recruitment | The Careers Group, University of London Celsius Graduate Recruitment Ltd | Eden Brown | EnhanceUK Graduates [www.graduate-jobs.com](http://www.graduate-jobs.com) | Graduate Recruitment Bureau | International Language Communications (ILC) | [jobs.ac.uk](http://jobs.ac.uk) | Languagematters | Lipton Fleming Recruitment | People First (Recruitment) Ltd | Project Resource Ltd | Reed Graduates | StudentForce for Sustainability | TipTopJob.com | Travel Tree

## **PRODUCTION AND MANUFACTURING**

The Ames Consultancy Ltd | The Careers Group, University of London | G2 Technologies (UK) Ltd | Languagematters | TipTopJob.com

## **PUBLIC SECTOR**

The Careers Group, University of London | TipTopJob.com | [jobs.ac.uk](http://jobs.ac.uk)

## **RECRUITMENT, HR AND CONSULTANCY**

About You Recruitment | Barker Black | BLT | The Careers Group, University of London | FreshMinds Talent | Incisive Limited | International Language Communications (ILC) | Lipton Fleming Recruitment | Perriam & Everett | Project Resource Ltd | TipTopJob.com

## **SCIENCE, MATHS AND PHARMACEUTICALS**

Affinity Recruitment Solutions | The Careers Group, University of London Celsius Graduate Recruitment Ltd | F1 Recruitment | G2 Technologies (UK) Ltd [jobs.ac.uk](http://jobs.ac.uk) | Matchtech Group plc | StudentForce for Sustainability | TipTopJob.com

## **SECURITY**

[eFinancialCareers.com](http://eFinancialCareers.com)

# A-Z RECRUITMENT AGENCIES AND ONLINE JOB BOARDS



## AARDVARK SWIFT RECRUITMENT LTD

Aardvark Swift is Europe's leading games industry recruitment specialist. We offer a dedicated graduate employment service to help people break into the video games industry for the first time. **Employment Sectors:**

Video games, mobile entertainment and toy industry. **Number of Graduates/Students Placed Per year:** 100+. **Location of Work:** UK. **Salary:** Varied. **Degree Disciplines Sought:** Computer sciences, games related courses, maths and physics. **Contact Name:** Lisa Corbett. **Contact Address:** Silicon House, Farfield Park, Wath upon Dearne, Rotherham, South Yorkshire, S63 5DB. **Telephone:** 01709 876877. **Fax:** 01709 876 777. **Email:** [lisa@aswift.com](mailto:lisa@aswift.com). **Website:** [www.aswift.com](http://www.aswift.com). **Preferred Method of Contact:** Email.

## AASWS

Specialist social work recruitment agency offering posts throughout London and postgraduate training and career advice. **Employer Sectors:** Social Care / Social Work. **Number of Graduates/Students Placed Per Year:** Not specified. **Location of Work:** Across London and the rest of the UK. **Salary:** Depends on role. **Degree Disciplines Sought:** Qualified social workers. **Additional Qualifications or Experience Required:** Must be registered or eligible for registration with the GSCC. Willing to have an Enhanced CRB check completed. **Contact Address:** 74 Edward Street, Southborough, Kent, TN4 0EB. **Telephone:** 01892 511 118. **Fax:** 01892 511 107. **Email:** [info@aaasws.com](mailto:info@aaasws.com). **Website:** [www.aasws.com](http://www.aasws.com). **Preferred Method of Contact:** Email.

## ABOUT YOU RECRUITMENT

Are you an ambitious graduate with strong communication skills who wants to succeed? Recruitment offers fantastic training and salaries that are only available

to the top 5% of the country. **Employer Sectors:** Recruitment Industry. **Number of Graduates/Students Placed Per Year:** 20. **Location of Work:** South East of England. **Salary:** £18,000 - 25,000 basic plus commission. **Degree Disciplines Sought:** Any. **Additional Qualifications or Experience Required:** No experience required just excellent communication skills, confidence, tenacity, ambition, self-motivation and the desire to succeed. **Contact Address:** Basepoint, Metcalf Way, Crawley, West Sussex, RH11 7XX. **Telephone:** 01293 817122. **Fax:** 01293 817127. **Email:** [info@aboutyourecruitment.co.uk](mailto:info@aboutyourecruitment.co.uk). **Website:** [www.aboutyourecruitment.co.uk](http://www.aboutyourecruitment.co.uk). **Preferred Method of Contact:** Email or telephone.

## ABRS LTD

Experts in IT and Marketing appointments both permanent and contract. An authority in the Telecommunications, IT, New Media, Consumer Durables and Agency sectors. Graduate Recruitment across Web, IT and Telecoms. **Employer Sectors:** IT, Telecommunications and New Media. **Number of Graduates/Students Placed Per Year:** Circa 25. **Location of Work:** London and South. **Salary:** £20,000 plus. **Degree Disciplines Sought:** Technical, Marketing and New Media. **Additional Qualifications or Experience Required:** N/A. **Contact Address:** Girdler House, Quebec Road, Henley-on-Thames, Oxon, RG9 1EY. **Telephone:** 0845 094 7978. **Email:** [info@abrs.com](mailto:info@abrs.com). **Website:** [www.abrs.com](http://www.abrs.com). **Preferred Method of Contact:** Email with CV or telephone.

## ABSOLUTE APPOINTMENTS

Absolute Appointments specialises in placing ambitious graduates into sales vacancies. You need to be confident, money motivated and above all have a work hard play hard attitude. **Employer Sectors:** Media Sales and Recruitment. **Number of Graduates/Students Placed Per Year:** 250. **Location of Work:** London and surrounding areas. **Salary:** £18 - £20 basic + commission. **Degree Disciplines Sought:** Any. **Contact Name:** Simon Essex. **Contact Address:** The Business Exchange, 77 Oxford Street, London, W1D 2ES. **Telephone:** 020 7659 2363. **Email:** [recruitment@absoluteappointments.com](mailto:recruitment@absoluteappointments.com). **Website:** [www.absoluteappointments.com](http://www.absoluteappointments.com). **Preferred Method of Contact:** Email.

## ACQUIRE A TEACHER

A specialist recruitment company for teachers and schools. Register with us and we will assist you to find your ideal teaching job. **Employment Sectors:** Teachers. **Number of Graduates/Students Placed per Year:** 50. **Location of Work Offered:** UK wide. **Salary:** TBA. **Degree Disciplines Sought:** Any. **Additional Qualifications or Experience Required:** Teacher Qualification. **Contact Name:** N/A. **Contact Address:** 103 Westfield Road, Harpenden, Hertfordshire, AL5 4JZ. **Telephone:**

08453 713 054. **Fax:** N/A. **Email:** N/A. **Website:** [www.acquireateacher.com](http://www.acquireateacher.com).  
**Preferred Method of Contact:** N/A.

## **ACTION FIRST RECRUITMENT CONSULTANTS PLC**

For exciting career opportunities; email your CV to Action First. Our specialist recruitment consultants, with access to a wide variety of organisations, help to match candidates' skills to the most relevant and suitable roles. **Employer Sectors:** Social Work and Secretarial & Admin. **Number of Graduates/Students Placed Per Year:** Not specified. **Location of Work:** Not specified. **Salary:** Not specified. **Degree Disciplines Sought:** Any. **Additional Qualifications or Experience Required:** Minimum 1 year relevant experience. **Contact Address:** 6th Floor, Bevis Marks House, Bevis Marks, London, EC3A 7NR. **Telephone:** 0845 241 3890. **Email:** [info@actionfirstplc.com](mailto:info@actionfirstplc.com). **Website:** [www.actionfirstplc.com](http://www.actionfirstplc.com).  
**Preferred Method of Contact:** Email.

## **ADVANCED RESOURCE MANAGERS LIMITED (ARM)**

ARM specialises in IT, Engineering and High Technology recruitment, finding technology-based jobs for candidates across the country and throughout Europe. **Employer Sectors:** Engineering, IT, Business and High Technology Sectors. **Number of Graduates/Students Placed Per Year:** N/A. **Location of Work:** UK and Europe. **Salary:** Varies. Approximately £11 per hour. Salaried range is approximately £14-24K depending on the role and sector. **Degree Disciplines Sought:** Electrical, Electronic Engineering, Manufacturing/Production Engineering, Mechanical Engineering, Mechatronics, Systems, Software, Physics, Aerospace, Aeronautics, Product Design, CAD and related subjects, most types of IT degree, NVH, Automotive and more. **Additional Qualifications or Experience Required:** Languages are always beneficial. For any relevant degree, most clients prefer 2:1 or above. Other qualifications: 16th Edition Wiring regs- ONC/HNC/HND-IQA-Apprenticeship-NDT-City and Guilds (224, 236)-Corgi-ASC-ACOPS- MRI-FDA. 1 year placement or summer work experience is preferred and often essential. **Contact Address:** Langstone Technology Park, Langstone Road, Havant, Hampshire, PO9 1SA. **Telephone:** 023 9222 8228. **Fax:** 023 92 228 229. **Website:** [www.arm.co.uk](http://www.arm.co.uk).

## **AFFINITY RECRUITMENT SOLUTIONS**

We use our vast industry experience and client insight to recruit for all permanent positions within the biotech, pharmaceutical and healthcare industries throughout the UK. **Employer Sectors:** Science. **Number of Graduates/Students Placed Per Year:** 10-15. **Location of Work:** Throughout the UK. **Salary:** £7.50 - £8 per hour. **Degree Disciplines Sought:** Forensic, Chemistry, Biology, Polymers and Mechanical Engineering. **Additional Qualifications or Experience Required:** HPC registered is an advantage. **Contact Address:** 7A Bank Plain, Norwich, NR2 4SF. **Telephone:** 01603 661122. **Fax:**

01603 679099.

**Email:** [affinityjobs@affinityrecruit.co.uk](mailto:affinityjobs@affinityrecruit.co.uk).

**Website:**

[www.affinityrecruit.co.uk](http://www.affinityrecruit.co.uk). **Preferred Method of Contact:** Email.

## **ALBANY APPOINTMENTS LTD**

Albany Appointments is London's leading recruitment specialist to the conference & events industry. We place graduates across a range of disciplines in marketing, sales, event organising and conference production positions. **Employer Sectors:** Events, Marketing & Sales and Conference Production. **Number of Graduates/Students Placed Per Year:** Not Specified. **Location of Work:** London mainly. **Salary:** From £18k+ dependant on experience. **Degree Disciplines Sought:** A wide range of disciplines but Business and Marketing degrees with placements in these sectors are useful. **Additional Qualifications or Experience Required:** Languages are useful. **Contact Address:** 57-61 Mortimer Street, London, W1W 8HS. **Telephone:** 020 3008 7080. **Email:** [conferences@albany-appointments.co.uk](mailto:conferences@albany-appointments.co.uk). **Website:** [www.albany-appointments.co.uk](http://www.albany-appointments.co.uk). **Preferred Method of Contact:** Email.

## **ALLANT EUROPE LIMITED**

We are a European recruitment consultancy providing specialist individuals who speak both English and French, to the Construction, Civil Engineering & Property markets. **Employment Sectors:** Construction, Property, Building, Civil Engineering. **Number of Graduates/Students Placed per Year:** 20. **Location of Work Offered:** UK, France & International. **Salary:** £28K to £32K for a graduate. **Degree Disciplines Sought:** Construction, Building, Civil Engineering, Architecture. **Additional Qualifications or Experience Required:** Individuals who speak French would be given priority. **Contact Name:** Julian Anthony. **Contact Address:** 1 Glebe Road, West Bridgford, Nottingham, NG2 6DS. **Telephone:** 0115 981 8707. **Fax:** 0115 981 0743. **Email:** [questions@allant.co.uk](mailto:questions@allant.co.uk). **Website:** [www.allant.co.uk](http://www.allant.co.uk). **Preferred Method of Contact:** Email.

## **THE AMES CONSULTANCY LTD**

We specialise in Engineering roles in the UK and Overseas. **Employer Sectors:** Oil & Gas - Onshore/Offshore, Marine, Engineering, Manufacturing, Power, Utilities. **Number of Graduates/Students Placed Per Year:** 5+. **Location of Work:** UK and overseas. **Salary:** N/A. **Degree Disciplines Sought:** Mechanical, Electrical, Marine, Naval Architects, Structural Engineers, Power. **Additional Qualifications or Experience Required:** Normally at least 1 year work experience. **Contact Address:** Ames House, 25 Hayes Chase, West Wickham, BR4 0HU. **Website:** [www.ames.co.uk](http://www.ames.co.uk).

## ANGLO-HELLENIC TEACHER RECRUITMENT

We provide job opportunities teaching English (TEFL) in schools throughout Greece. We are available to support you throughout your time in Greece. We run TEFL certificate courses in Corinth - [www.teflcorinth.com](http://www.teflcorinth.com). **Employment Sectors:** English Teaching (TEFL). **Number of Graduates/Students Placed per Year:** 80. **Location of Work Offered:** Greece. **Salary:** 800 - 1000 euros per month. **Degree Disciplines Sought:** Any. **Additional Qualifications or Experience Required:** TEFL certificate. **Contact Name:** Peter Beech. **Contact Address:** PO Box 263, Corinth 20100 Greece. **Telephone:** 0030 27410 53511. **Fax:** 0030 27410 85579. **Email:** [jobs@anglo-hellenic.com](mailto:jobs@anglo-hellenic.com). **Website:** [www.anglo-hellenic.com](http://www.anglo-hellenic.com). **Preferred Method of Contact:** Email.

## ASTON TAYLOR LTD

Aston Taylor - Recruitment to Recruitment. We'll help you decide if Recruitment is actually right for you or not, and introduce you to the best companies, in a sector to suit you. **Employer Sectors:** All sectors of recruitment. **Number of Graduates/Students Placed Per Year:** Circa 100. **Location of Work:** All of UK. **Salary:** Base salaries from £15,000 - £25,000. Expected OTE year one £30,000+. **Degree Disciplines Sought:** All considered. **Additional Qualifications or Experience Required:** Not essential but any sales, telesales, B2B sales. **Contact Address:** Salar House, Campfield Road, St Albans, Hertfordshire, AL1 5HX. **Telephone:** 01727 773 580. **Fax:** 01727 773 588. **Email:** [atm@astontaylor.com](mailto:atm@astontaylor.com). **Website:** [www.astontaylor.com](http://www.astontaylor.com). **Preferred Method of Contact:** Phone or email.

## ATTIC RECRUITMENT LTD

Attic Recruitment is a boutique consultancy providing a professional and discreet service specializing in the recruitment of administrative staff and graduates to companies and individuals throughout London. **Employment Sectors:** Attic recruit administrative and graduate staff for all industry sectors. **Number of Graduates/Students Placed per Year:** 50. **Location of Work Offered:** Throughout London and surrounding areas. **Salary:** £20,000-£30,000. **Degree Disciplines Sought:** All considered. **Additional Qualifications or Experience Required:** Languages useful. **Contact Name:** Kirsty Miall, Director. **Contact Address:** 79-80 Margaret Street, London, W1W 8TA. **Telephone:** 020 7436 9909. **Fax:** 020 7436 9949. **Email:** [mail@atticrecruitment.co.uk](mailto:mail@atticrecruitment.co.uk). **Website:** [www.atticrecruitment.co.uk](http://www.atticrecruitment.co.uk).

## BARKER BLACK

Barker Black place graduate and experienced recruitment consultants into London based recruitment companies. We are always interested to hear from graduates wishing to enter the recruitment industry. **Employment Sectors:**



Recruitment Industry. **Number of Graduates/Students Placed per Year:** 40. **Location of Work:** London and Overseas. **Salary:** Basic to £24K + commission. **Degree Disciplines Sought:** Any. **Additional Qualifications or Experience Required:** Language skills an added bonus. **Contact Name:** Daniel Bennett. **Contact Address:** Barker Black, First Floor, 330 High Holborn, London WC1V 7QT. **Telephone:** N/A. **Fax:** N/A. **Email:** N/A. **Website:** [www.barkerblack.co.uk](http://www.barkerblack.co.uk). **Preferred Method of Contact:** Via website.

## BERRY RECRUITMENT

Berry Recruitment is a respected and established recruitment agency with a host of recognised clients. Berry operates from 20 locations in London, the South East and Midlands. **Employer Sectors:** Commercial and Industrial. **Number of Graduates/Students Placed Per Year:** Not Specified. **Location of Work:** London, South East and Midlands. **Salary:** Dependant on vacancy. **Degree Disciplines Sought:** Dependant on vacancy. **Additional Qualifications or Experience Required:** None. **Contact Address:** 1st Floor, Norman House, 97-99 London Road, St Albans, Herts., AL1 LN. **Telephone:** 01727 868899. **Fax:** 01727 898652. **Email:** [info@berryrecruitment.co.uk](mailto:info@berryrecruitment.co.uk). **Website:** [www.berryrecruitment.co.uk](http://www.berryrecruitment.co.uk). **Preferred Method of Contact:** Email.

## BEST GRADUATES LTD

Best Graduates is a graduate recruitment consultancy providing nationwide career opportunities for newly qualified and experienced graduates with up to 5 years experience, across a wide spectrum of employment sectors. **Employer Sectors:** Financial, Engineering, Commercial, Utilities, Healthcare, Cosmetics, Retail, Recruitment, Manufacturing, Purchasing/Sales/Marketing, IT, Food & Drink. **Number of Graduates/Students Placed Per Year:** 200. **Location of Work:** Throughout the UK. **Salary:** £15,000-£30,000 pa. **Degree Disciplines Sought:** Any. **Additional Qualifications or Experience Required:** None. **Contact Address:** Scholars' House, Shottery Brook Office Park, Timothy's Bridge Road, Stratford upon Avon, CV37 9NR. **Telephone:** 01789 290900. **Email:** [recruitment@best-graduates.co.uk](mailto:recruitment@best-graduates.co.uk). **Website:** [www.best-graduates.co.uk](http://www.best-graduates.co.uk). **Preferred Method of Contact:** Email or via website.

## BETRECRUIT

BetRecruit is a leading online consultancy for the betting and gaming sector, working with clients and candidates located throughout the UK and Europe. **Employment Sectors:** Sports Trader, Customer Service/Support, Content Producer, Developer, Financial/Accounting, Information Technology, Fraud and Collusion, Marketing/PR, Sales, Director/Management/Executive. **Number of Graduates/Students Placed per Year:** 60. **Location of Work:** All UK, Gibraltar,

Malta. **Salary:** £15000-80000. **Degree Disciplines Sought:** All disciplines. **Additional Qualifications or Experience Required:** Sports, Financial, Betting or Gaming knowledge. **Contact Name:** Tatjana Heinzelmann. **Contact Address:** BetRecruit, 1st Floor, 35 Little Russell Street, London WC1A 2HH. **Telephone:** 020 7291 5140. **Email:** N/A. **Website:** [www.betrecurit.com](http://www.betrecurit.com). **Preferred Method of Contact:** Website.

## BLT

Award-Winning Recruitment Agency. Boutique service to organisations in UK hiring in Tax, Management Consultancy, HR and Chartered Secretarial. **Employer Sectors:** City, Professional and Business Services. **Number of Graduates/Students Placed Per Year:** 5-10. **Location of Work:** London. **Salary:** £20,000 - £28,000. **Degree Disciplines Sought:** Any. **Additional Qualifications or Experience Required:** N/A. **Contact Name:** N/A. **Contact Address:** Quality House, 5-9 Quality Court, Chancery Lane, London, WC2A 1HP. **Telephone:** 020 7405 3404. **Fax:** 020 7405 3310. **Email:** N/A. **Website:** [www.bl.co.uk](http://www.bl.co.uk). **Preferred Method of Contact:** Email.

## BRAMPTON STAFFORD RECRUITMENT

Graduate Recruitment Agency finding candidates for roles throughout the UK. Specialist Sales Recruitment, Scientific, Engineering, Conference and Language Desk. **Employer Sectors:** Sales, Recruitment, Scientific, Engineering, Languages. **Number of Graduates/Students Placed Per Year:** 100. **Location of Work:** UK. **Salary:** Various. **Degree Disciplines Sought:** All - especially Engineering and Languages. **Contact Name:** Becky Southart. **Contact Address:** 6 Castle Street, Liverpool, L2 0NB. **Telephone:** 0845 644 3850. **Fax:** N/A. **Email:** N/A. **Website:** [www.brampton-stafford.co.uk](http://www.brampton-stafford.co.uk). **Preferred Method of Contact:** Candidates should register on our site.

## BTA (BLADEN TAYLOR & ASSOCIATES)

Bladen Taylor & Associates is a global organisation with offices in London, Sydney, Melbourne and Manchester. BTA specialises in the recruitment and placement of sales and marketing professionals and over the past nine years we have gained a reputation for providing premium sales recruitment services. **Employer Sectors:** Sales roles / Graduate sales management roles. **Number of Graduates/Students Placed Per Year:** 15-20. **Location of Work:** National. **Salary:** £15-25k basic plus bonuses. **Degree Disciplines Sought:** IT, Marketing and Business degrees. **Additional Qualifications or Experience Required:** Previous customer facing / interaction eg retail sales or call centre. **Contact Address:** Level 37, 1 Canada Square, London, E14 5AA. **Telephone:** 0203 328 3510. **Email:** [ukjobs@bladentaylor.co.uk](mailto:ukjobs@bladentaylor.co.uk). **Website:** [www.bladentaylor.co.uk](http://www.bladentaylor.co.uk) **Preferred Method of Contact:** Email and via website.



## CALCO SERVICES LIMITED

Combining more than two decades of experience in construction and engineering recruitment, Calco have market knowledge and contacts to ensure your first position in both personally fulfilling and financially rewarding.

**Employment Sectors:** Industries: Architecture, Building and Building Services, CAD/CAM/CAE, Civil and Structural,

Construction, Electrical, Environmental, Facilities Management, Fire and Safety, Geology/Geophysical, Healthcare, Inspection, M&E, Power, Railways, Telecommunications, Transport, Utilities, Water, Waste Management. **Disciplines:**

Architects, Architectural Technicians, Draughtspersons, CAD, Highways Engineers, Traffic Planners, Transport Planners, Structural Engineers, Geotechnical, Project Managers, Site Managers, Quantity Surveyors, Cost Managers, Setting Out Engineers, Civil Engineers, Mechanical/Electrical Engineers, Building Control, Building Surveyors, Town Planners, Environmental Engineers, Facilities Managers, Commercial Managers, Clerk of Works, Construction Managers. **Number of**

**Graduates/Students Placed Per Year:** 10. **Location of Work:** UK, Republic of Ireland, Continental Europe, Middle East. **Salary:** Varies according to industry.

**Degree Disciplines Sought:** Architecture; Building Services; Building Surveying; Built Environment; Civil Engineering; Construction; Electrical Engineering; Engineering; Environmental Engineering; Mechanical Engineering; Project Management for Construction; Quantity Surveying; Town Planning; Transport Planning; Urban Planning; Design Management; Urban Studies. **Additional**

**Qualifications or Experience Required:** Our clients always look favourable upon strong, relevant sandwich and vacation experience. **Contact Name:** Bill Gray -

Director, Jordi Carol - Senior Consultant. **Contact Address:** Calco Services

Limited, Lawrence House, 9 Woodside Green London, SE25 5EY. **Telephone:** 020 8655 1600. **Fax:** 020 8655 1588. **Email:** [careers@calco.co.uk](mailto:careers@calco.co.uk). **Website:**

[www.calco.co.uk](http://www.calco.co.uk). **Preferred Method of Contact:** Email/Phone.

## CAPITA EDUCATION RESOURCING

Capita Education Resourcing is the leading education recruitment specialist and offers the largest supply teacher network for primary and secondary teachers in London and the UK. **Employment Sectors:** Education. **Number of**

**Graduates/Students Placed per Year:** 300+. **Location of Work Offered:**

Nationwide. **Salary:** Competitive daily rates. **Degree Disciplines Sought:** PCGE,

B.Ed. **Additional Qualifications or Experience Required:** N/A. **Contact Name:**

Rachel Ottewill. **Contact Address:** 2nd Floor, Meridian House, Royal Hill,

Greenwich SE10 8RG. **Telephone:** 0800 731 6871. **Fax:** N/A. **Email:**

[enquiry.ers@capita.co.uk](mailto:enquiry.ers@capita.co.uk). **Website:** [www.capitaers.co.uk](http://www.capitaers.co.uk). **Preferred Method of**

**Contact:** Email or phone.

## THE CAREERS GROUP, UNIVERSITY OF LONDON

JobOnline - Search our database of current vacancies for full-time, part-time and placement opportunities. Vacancies are updated every day. JobAlert - Receive targeted jobs and career information into your inbox. International JobOnline - One-stop-shop aimed at bringing together UK educated students and international graduate employers. Search latest global vacancies, information about immigration schemes and country specific pages. **Employer Sectors:** Multiple Sectors. **Location of Work:** International. **Degree Disciplines Sought:** All. **Additional Qualifications or Experience Required:** Dependant on individual advertisers. **Contact Address:** The Careers Group, University of London, Stewart House, 32 Russell Square, London, WC1B 5DN. **Email:** [vacancies@careers.lon.ac.uk](mailto:vacancies@careers.lon.ac.uk). **Website:** [www.careers.lon.ac.uk/vacancies/](http://www.careers.lon.ac.uk/vacancies/) [www.careers.lon.ac.uk/ijo](http://www.careers.lon.ac.uk/ijo). **Preferred Method of Contact:** Online.

## CAREER TEACHERS

Career Teachers are an established recruitment agency with an excellent reputation throughout London and surrounding counties. We provide supply teachers and teaching assistants to cover emergencies, sickness, course cover, maternity leave and permanent placements. **Employer Sectors:** Nursery, Primary and Secondary Schools. **Number of Graduates/Students Placed Per Year:** 350. **Location of Work:** London and surrounding counties. **Salary:** Daily teaching rates start at £125. **Degree Disciplines Sought:** All subjects. Teaching Assistants, Nursery Nurses, Qualified Primary and Secondary Teachers. **Additional Qualifications or Experience Required:** Experience of working with children. **Contact Address:** One Camomile Street, London EC3A 7BH. **Telephone:** 020 7382 4270. **Fax:** 020 7628 4398. **Email:** [info@careerteachers.co.uk](mailto:info@careerteachers.co.uk). **Website:** [www.careerteachers.co.uk](http://www.careerteachers.co.uk). **Preferred Method of Contact:** Email or telephone.

## CELSIAN EDUCATION

Celsian supply; Primary & Secondary Teachers, Nursery Nurses, Learning Mentors, Special Needs educators throughout London and the Home Counties, for permanent and temporary jobs. **Employer Sectors:** Education / Nursery. **Number of Graduates/Students Placed Per Year:** 126. **Location of Work:** London. **Salary:** Depends on experience. **Degree Disciplines Sought:** Teaching qualifications or NVQ 3 for Nursery Nurses. **Additional Qualifications or Experience Required:** Any educational qualifications recognised by the DfES. **Contact Address:** 6 The Broadway, Stratford, London, E15 4QS. **Telephone:** 020 7629 7968. **Fax:** 020 7493 6080. **Email:** [londoneast@celsiangroup.co.uk](mailto:londoneast@celsiangroup.co.uk). **Website:** [www.education.celsiangroup.com](http://www.education.celsiangroup.com). **Preferred Method of Contact:** Email CV.

## CELSIUS GRADUATE RECRUITMENT LTD

Celsius Graduate Recruitment is an assessment, training and placement company. We provide high-salary business-to-business sales roles for graduates nationwide. We also provide you with the training you'll need to be successful. **Employer Sectors:** IT, Finance, Telecoms, Pharmaceutical, Education and many more. **Number of Graduates/Students Placed Per Year:** 150. **Location of Work:** Nationwide. **Salary:** £15 - £22k. Basic salaries with on target earnings of £20 - £40k. **Degree Disciplines Sought:** Any degree, any classification. **Additional Qualifications or Experience Required:** N/A. **Telephone:** 0161 905 8315. **Email:** [info@celsiusrecruitment.co.uk](mailto:info@celsiusrecruitment.co.uk). **Website:** [www.celsiusrecruitment.co.uk](http://www.celsiusrecruitment.co.uk).

## CHARITY ACTION RECRUITMENT

We're a unique organisation recruiting for the not-for-profit sector, covenanting our profits to our parent charity, Red Kite Learning. We place candidates in office based roles in the UK. **Employer Sectors:** Not For Profit / Charities. **Number of Graduates/Students Placed Per Year:** Unspecified. **Location of Work:** UK wide (predominantly London). **Salary:** Variable. From £17,000 - £65,000 approximately. **Degree Disciplines Sought:** Varied. **Additional Qualifications or Experience Required:** Role dependant. **Contact Address:** 5-13 Trinity Street, London, SE1 1DB. **Telephone:** 020 7378 5441 / 2. **Fax:** 020 7403 7935. **Email:** [info@c-a-r.org.uk](mailto:info@c-a-r.org.uk). **Website:** [www.c-a-r.org.uk](http://www.c-a-r.org.uk). **Preferred Method of Contact:** Email.

## COMMSRESOURCES

Start your career with CommsResources a leading provider of Global Resource Solutions, supplying businesses with talented and flexible workforces, through a unique combination of knowledge and global domain expertise delivered on a local basis. With more than 50,000 customers and consultants worldwide, CommsResources has proven experience and capability delivering Recruitment Services, Consultancy Solutions and Managed Services. **Employer Sectors:** Sales, Engineering, Energy, Telecoms, ICT and IT. **Contact Address:** Number One, Sherman Road, Bromley, Kent, BR1 3JH. **Telephone:** 020 8313 6600. **Fax:** 020 8313 6601. **Website:** [www.commsresources.com](http://www.commsresources.com). **Preferred Method of Contact:** No preference.

## CONNECTIONS RECRUITMENT LTD

We have successfully placed ambitious IT graduates in a variety of technically demanding roles. Graduate and entry-level positions have been secured in all the leading manufacturers, software vendors and consultancies. **Employer Sectors:** Technical IT. **Number of Graduates/Students Placed Per Year:** Approximately 80. **Location of Work:** South East and London. **Salary:** £20k - £30k. **Degree Disciplines Sought:** Computer Science, Software Engineering, Business

Information Systems or any other IT related degree. **Additional Qualifications or Experience Required:** Degree achieved at 2.1 or above coupled with at least 260 UCAS points. **Contact Address:** Connections Recruitment Ltd, Building 1000, Eskdale Road, IQ Winnersh, RG41 5TS. **Telephone:** 0118 989 3222. **Fax:** 0118 989 3322. **Email:** [mail@connectionsrecruit.co.uk](mailto:mail@connectionsrecruit.co.uk). **Website:** [www.connectionsrecruit.co.uk](http://www.connectionsrecruit.co.uk). **Preferred Method of Contact:** Email or telephone.

## DYNAMIC RECRUITMENT SOLUTIONS

DRS - London is an international search consultancy specialising in the Oil and Gas industry. Headquartered in London's West End, DRS works alongside the industries major operators, consultancies and financial institutions.

**Employment Sectors:** Oil and Gas - Technical and Commercial, Banking and Finance. **Number of**

**Graduates/Students Placed per Year:** 30+. **Location of Work Offered:** Central London. **Salary:** Strong basic and excellent commission structure. **Degree**

**Disciplines Sought:** Will consider all. **Additional Qualifications or Experience**

**Required:** N/A **Contact Name:** N/A. **Contact Address:** Dynamic Recruitment Solutions, 33 St. James's Square, London, SW1Y 4JS. **Telephone:** 020 3008 5970.

**Fax:** 020 7692 7942. **Email:** [info@dynamicrecruitmentsolutions.com](mailto:info@dynamicrecruitmentsolutions.com). **Website:**

[www.dynamicrecruitmentsolutions.com](http://www.dynamicrecruitmentsolutions.com). **Preferred Method of Contact:** All.



## ECM SELECTION

High-tech recruitment specialists ECM match exceptional candidates with leading companies. For cutting-edge software, electronics and other technical roles, from graduate/PhD to director level. Long-established; intelligent, personal and non-pushy service. **Employment**

**Sectors:** High-tech sector. **Number of Graduates/Students**

**Placed per Year:** 10-20. **Location of Work Offered:** UK wide. **Salary:** From £23K - £80K. **Degree Disciplines Sought:** Maths, Physics, Engineering, Computer Science. **Additional Qualifications or Experience Required:** Minimum 2.1 Hons.

**Contact Name:** N/A. **Contact Address:** 3 Stow Court, Stow-cum-Quy, Cambridge CB25 9AS. **Telephone:** 01223 813399. **Fax:** N/A. **Email:** [info@ecmselection.co.uk](mailto:info@ecmselection.co.uk).

**Website:** [www.ecmselection.co.uk](http://www.ecmselection.co.uk). **Preferred Method of Contact:**

Phone/Email/Via website.

## EDEN BROWN

Eden Brown provides great recruitment services for the Technical & Public Sectors.

We have no gimmicks, no fancy strap lines, we're not the 'biggest', we just deliver what we say we will - every time. **Employment Sectors:** Architecture Jobs, Building Services Jobs, Building Surveying Jobs, Building Surveying Jobs, Charity Jobs, Civil & Structural Engineering Jobs, Construction Jobs, Facilities Management Jobs, Housing Jobs, Interior Design Jobs, MoD Jobs, Office and Administration Jobs, Rail Jobs, Revenues & Benefits Jobs, Social Care Jobs, Technical Services Jobs, Town Planning Jobs. **Number of Graduates/Students Placed per Year:** N/A. **Location of Work:** Across the UK. **Salary:** Dependent on job. **Degree Disciplines Sought:** Dependent on job. **Additional Qualifications or Experience Required:** Dependent on job. **Contact Address:** 222 Bishopsgate, London, EC2M 4QD. **Telephone:** 020 7422 7300. **Fax:** N/A. **Email Address:** [london@edenbrown.com](mailto:london@edenbrown.com). **Website:** [www.edenbrown.com](http://www.edenbrown.com).

## **EFINANCIALCAREERS.COM**

eFinancialCareers.com serves the global financial community as the number one network for career management and jobs in the Financial Markets. Our aim is to provide you with jobs, job market analysis, advice and a series of tools to help you maximise your career opportunities. **Employment Sectors:** Not specified. **Number of Graduates/Students Placed per Year:** Varies depending on the location and the business area. **Location of Work:** Worldwide. **Salary:** Varies depending on the location and the vacancy. **Degree Disciplines Sought:** Our clients are particularly interested in students who have studied a Business, Finance, Maths, IT or Engineering degree. However other degrees will be taken into consideration depending on the vacancy. **Additional Qualifications or Experience Required:** Internships, work experience and additional languages are a bonus. **Contact Name:** Alison Traboulsi. **Email:** [students@efinancialcareers.com](mailto:students@efinancialcareers.com). **Website:** [www.efinancialcareers.co.uk](http://www.efinancialcareers.co.uk). **Preferred Method of Contact:** Email.

## **ENHANCEUK GRADUATES (ENHANCE RECRUIT UK LTD)**

EnhanceUK is the London based Graduate placement specialist that offers high calibre individuals permanent employment opportunities across a variety of Industry sectors. **Employment Sectors:** All sectors for graduate entry. **Number of Graduates Placed per Year:** Approximately 100. **Location of Work:** London and the Southeast regions. **Salary:** £15,000-£100,000 pa. **Degree Disciplines Sought:** All disciplines; 2.1 or 1st class expected. **Additional Qualifications or Experience required:** Postgraduate qualifications are also required depending on the vacancy criteria - up to PhD level. **Contact Name:** Glynn Reed, Graduate Manager. **Contact Address:** Not specified. **Telephone:** 0207 242 1058. **Email:** [info@enhanceuk.com](mailto:info@enhanceuk.com). **Website:** [www.enhanceuk.com](http://www.enhanceuk.com). **Preferred Method of Contact:** Email or telephone.

## ESTATE AGENCY RECRUITMENT

We have vacancies for Sales and Lettings negotiators - become a negotiator in the property world and equip yourself with excellent sales training and remuneration, Property managers - managing a portfolio of properties, ensuring good client/tenant relations and Secretaries/PAs - this can be a stepping stone to becoming an estate agent. **Employer Sectors:** Recruitment for the property industry. **Number of Graduates/Students Placed Per Year:** Varies. **Location of Work:** London and the Home Counties. **Salary:** Circa £25,000 per annum. **Degree Disciplines Sought:** Any degree discipline. **Additional Qualifications or Experience Required:** Sales or Customer Service experience. **Contact Address:** 3 Hornton Place, London, W8 4LZ. **Telephone:** 020 7938 3855. **Fax:** 020 7938 3596. **Email:** [jobs@estateagencyrecruit.co.uk](mailto:jobs@estateagencyrecruit.co.uk). **Website:** [www.estateagencyrecruit.co.uk](http://www.estateagencyrecruit.co.uk). **Preferred Method of Contact:** Telephone or email.

## F1 RECRUITMENT

We are looking for bright graduates & post grads with good degree in Arts/Humanities, Marketing and Communications, the Sciences and Pharma. We are a small agency of 10 seasoned recruitment consultants who like to focus particularly on graduates and finding them internships and entry level jobs. Starting salaries range from 16-24K.



**Employment Sectors:** All areas of Public Relations including Consumer, Technology, Entertainment, Healthcare, Sport, Financial, Corporate, Crisis Management, Public Affairs, Food and Drink, Fashion, Beauty etc; Marketing and Communications, Sponsorship inc Sport, the Arts and Education, Licensing, Market Research, Consumer Insight, Brand Strategy, Think Tanks. **Number of Graduates/Students Placed per Year:** 80. **Location of Work:** London and the Home Counties and Overseas. **Salary:** 16-25K. **Degree Disciplines Sought:** The Arts, Humanities, Maths and Sciences including Medicine, PR and Marketing. **Additional Qualifications or Experience Required:** No. **Contact Name:** N/A. **Contact Address:** The Colbalt Building, 19-21 Noel Street, W1F 8GW. **Telephone:** N/A. **Fax:** N/A. **Email:** [katie@f1recruitment.com](mailto:katie@f1recruitment.com). **Website:** [www.F1recruitment.com](http://www.F1recruitment.com). **Preferred Method of Contact:** Email.

## FREEDOM RECRUITMENT

A specialist agency in the fashion and retail sector, we are always looking for flexible and reliable part and full time sales staff. **Employer Sectors:** Retail. **Number of Graduates/Students Placed Per Year:** N/A. **Location of Work:** Greater London. **Salary:** £6 per hour. **Degree Disciplines Sought:** Any. **Additional Qualifications or Experience Required:** At least 6 months retail experience.

**Contact Address:** 3rd Floor Academy House, 36 Poland Street, London, W1F 7LU.  
**Telephone:** 020 7734 9779. **Fax:** 020 7734 1101. **Email:** [info@freedomrecruit.com](mailto:info@freedomrecruit.com).  
**Website:** [www.freedomrecruit.com](http://www.freedomrecruit.com). **Preferred Method of Contact:** Phone.

## FRESHMINDS TALENT

FreshMinds Talent puts together the best graduates and the best jobs around. If you're a young high flier, there's nobody better to help you find the perfect first job.

**Employment Sectors:** Financial Services, FMCG, Consulting. **Number of Graduates/Students Placed per Year:** N/A. **Location of Work:** London. **Salary:** Various. **Degree Disciplines Sought:** All. **Contact Name:** Tim Webster. **Contact Address:** 3rd Floor, Kingsbourne House, 229-231 High Holborn, London SW1V 7DA. **Telephone:** 020 7692 4300. **Fax:** N/A. **Email:** [info@freshminds.co.uk](mailto:info@freshminds.co.uk). **Website:** [www.freshminds.co.uk](http://www.freshminds.co.uk). **Preferred Method of Contact:** Telephone.



## WWW.GRADUATE-JOBS.COM & SECOND-JOBBER.COM

graduate-jobs.com is the UK's biggest Independent graduate job board. We provide easy access to graduate jobs and work placements from SMEs and large organisations in a straight forward way - "it's all about the jobs". **Employer Sectors:** All sectors. **Number of Graduates/Students Placed Per Year:**

N/A. **Location of Work:** Nationwide. **Salary:** N/A. **Degree Disciplines Sought:** A good degree in all disciplines. **Additional Qualifications or Experience Required:** Not specified. **Contact Name:** N/A. **Contact Address:** PO Box 32292, London W5 2WY. **Website:** [www.graduate-jobs.com](http://www.graduate-jobs.com) & [www.second-jobber.com](http://www.second-jobber.com). **Preferred Method of Contact:** Via the website.

## GRADUATE RECRUITMENT BUREAU

The Graduate Recruitment Bureau has a team of consultants who work with 100's of graduate recruiters and have placed 1000's of graduates into their graduate jobs across the UK. Register today! **Employer Sectors:** Graduate vacancies in all sectors. **Number of Graduates/Students Placed Per Year:** Over 500. **Location of Work:** UK. **Salary:** £18-£30k. **Degree Disciplines sought:** Any. **Additional Qualifications or Experience Required:** No. **Contact Address:** 4 Clifton Mews, Clifton Hill, Brighton, BN1 3HR. **Telephone:** 01273 325775. **Fax:** 01273 325003. **Email:** [info@grb.uk.com](mailto:info@grb.uk.com). **Website:** [www.grb.uk.com](http://www.grb.uk.com). **Preferred Method of Contact:** Register online at [www.grb.uk.com](http://www.grb.uk.com) or email us your to [info@grb.uk](mailto:info@grb.uk).

## HUNTRESS

Guided by an innovative consultancy approach, Huntress provides permanent, contract, and temporary staff in a wide range of industries and specialises in core professional areas including: Commercial, Technology, Finance, Legal, Executive Search, PR & Marketing and Executive PA.

**Employment Sectors:** Commercial, Technology, Banking & Finance, Legal, Executive PA. **Number of Graduates/Students Placed per Year:** Unlimited. **Location of Work Offered:** UK. **Salary:** Various. **Degree Disciplines Sought:** Any discipline. **Additional Qualifications or Experience Required:** N/A. Howard. **Contact Address:** Huntress, Imperial House, 15-19 Kingsway, WC2B 6UN. **Telephone:** 020 7744 1300. **Email:** [info@huntress.co.uk](mailto:info@huntress.co.uk). **Website:** [www.huntress.co.uk](http://www.huntress.co.uk). **Preferred Method of Contact:** Email.



## INCISIVE LIMITED

Specialist recruitment of IT within financial industry. Graduates required for investment banking/hedge funds/asset management clients. Graduate trainee opportunities available. Useful skills: C#, SQL, JAVA, BUSINESS ANALYST. **Employment Sectors:** IT, IT in Investment Banks/Hedge Funds, HR.

**Number of Graduates/Students Placed per Year:** 50. **Location of Work:** City, Central London. **Salary:** Starting £25,000 per annum. Can pay up to £35,000 - £40,000. **Degree Disciplines Sought:** Computer Science, Maths, Physics, Humanities. **Additional Qualifications or Experience Required:** MSc/PhD (not essential). **Contact Address:** Third Floor, 53 Monument Street, London. EC3R 8BU. **Telephone:** N/A. **Fax:** N/A. **Email:** [info@incisive-ltd.com](mailto:info@incisive-ltd.com). **Website:** [www.incisive.co.uk](http://www.incisive.co.uk). **Preferred Method of Contact:** Email.



## INSPIRED SELECTION

Inspired Selection is a specialist recruitment consultancy dedicated to serving the publishing industry nationwide. We have offices in Oxford and London, the two main publishing centres in the country. **Employer Sectors:** Books and Journals publishing recruitment. **Number of Graduates/Students Placed Per Year:** Not specified. **Location of Work:** Nationwide. **Salary:** Not specified. **Degree Disciplines Sought:** Any, from humanities to sciences and law. **Additional Qualifications or Experience Required:** Publishing qualifications would be a distinct advantage. **Contact Address:** Hedges House, 153-155 Regent Street, London, W1B 4JE. **Telephone:** 020 7440 1500. **Website:**

## INTERNATIONAL LANGUAGE COMMUNICATIONS (ILC)

ILC is a leading multilingual recruitment consultancy with a broad client base from a wide range of industry sectors and locations throughout the UK. **Employment Sectors:** Customer Service and Call Centre, Sales and Marketing, Banking, Finance and Accounting, Secretarial, PA and Office Support, Information Technology and Helpdesk, Human Resources / Training, Logistics and Import / Export, Management and Executive, Temporary and Contract. **Number of Graduates/Students Placed per Year:** About 150. **Location of Work:** All UK. **Salary:** £12000-£80000. **Degree Disciplines Sought:** All disciplines. **Additional Qualifications or Experience Required:** An additional language to English. **Contact Address:** 1st Floor, 35 Little Russell Street, London WC1A 2HH. **Telephone:** 020 7291 5130. **Email:** N/A. **Website:** [www.ilc-ltd.com](http://www.ilc-ltd.com). **Preferred Method of Contact:** Website.



## JOBS.AC.UK

jobs.ac.uk is used by all the UK Universities to advertise a range of vacancies. We offer a free Jobs by Email service, where you can receive updates from up to four job categories directly to your email account. **Employer Sectors:** Academic, Research, Science, Administration, Management and much more. **Number of Graduates/Students Placed Per Year:** 40,000. **Location of Work:** UK and international.

**Salary:** Not specified. **Degree Disciplines Sought:** All. **Additional Qualifications or Experience Required:** Dependant on individual advertisers. **Website:** [www.jobs.ac.uk](http://www.jobs.ac.uk). **Preferred Method of Contact:** Online.

## JOBSFORINFOPROS.COM

[jobsforinfopros.com](http://jobsforinfopros.com) is the new job board for library and information professionals including Librarians, Records Managers, Knowledge Managers, Cataloguers, Archive Roles, Information Specialists and Researchers, nation-wide. **Employment Sectors:** Information Management and Library. **Number of Graduates/Students Placed per Year:** N/A. **Location of Work:** Nationwide. **Salary:** Varied. **Degree Disciplines Sought:** Information Sciences, Information Management and Library Science/Management. **Additional Qualifications or Experience Required:** Information Sciences, Information Management and Library Science/Management. **Contact Name:** Alex Wilson-Campbell. **Contact Address:** 64 Charlotte Street, London, W1T 4QD. **Telephone:** 0845 8 620 312. **Fax:** 0845 8 620 412. **Email:** [info@jobsforinfopros.com](mailto:info@jobsforinfopros.com). **Website:** [www.jobsforinfopros.com](http://www.jobsforinfopros.com).

**Preferred Method of Contact:** Phone.

## JUDY FISHER ASSOCIATES

Judy Fisher Associates is London's leading media recruitment agency. We specialise in placing motivated graduates in progressive jobs within the media. We need down-to-earth applicants with good office skills and experience who are prepared to start at the bottom and work hard to achieve their aims. **Employer Sectors:** Media/Arts. **Number of Graduates/Students Placed Per Year:** 75-100. **Location of Work:** London. **Salary:** From £18,000 per annum depending on sector and previous experience. **Degree Disciplines Sought:** Almost any degree - English, Languages, Law, Media, Science - as long as they show an interest in the media. **Additional Qualifications or Experience Required:** Must have minimum 6 months previous office experience (ideally within the media) and computer literate. **Contact Address:** 7 Swallow Street, London, W1B 4DE. **Telephone:** 020 7437 2277. **Email:** [cv@judyfisher.co.uk](mailto:cv@judyfisher.co.uk). **Website:** [www.judyfisher.co.uk](http://www.judyfisher.co.uk). **Preferred Method of Contact:** Email.

## JUST IT TRAINING & RECRUITMENT

Just IT is the largest organisation in the UK that specialises in placing graduates into IT careers. We offer a guaranteed £16-25k job alongside technical training, a work placement and one-to-one career support. **Employer Sectors:** IT Network & Technical Support. **Number of Graduates/Students Placed Per Year:** 300. **Location of Work:** London. **Salary:** £16-25k. **Degree Disciplines sought:** Any. **Additional Qualifications or Experience Required:** All candidates must be EU/UK citizens or have a full EU work permit. **Contact Address:** 7 Sandy's Row, London E1 7HW. **Telephone:** 0207 426 9835. **Email:** N/A. **Website:** [www.justit.co.uk/it\\_jobs](http://www.justit.co.uk/it_jobs). **Preferred Method of Contact:** Phone.

## LANGUAGE MATTERS

We recruit bilingual personnel for top international companies in Greater London and London. Market Research, Customer Services, Administration and Sales. Please submit your CV via email to be considered. **Employer Sectors:** Commercial International Companies within Customer Services, Manufacturing, Supply, IT, Technology Information and Import/Export. **Number of Graduates/Students Placed Per Year:** N/A. **Location of Work:** London, Greater London and South East England. **Salary:** £8-£9 per hour. **Degree Disciplines Sought:** Languages, Linguistics, Translation. **Additional Qualifications or Experience Required:** Must have fluency in English and one other language. Commercial Office based experience preferred, vacation/holiday work or internships are applicable. **Contact**



**Address:** 3rd Floor, 9 Irving Street, London, WC2H 7AH. **Telephone:** 020 7930 1811.  
**Fax:** 020 7925 0056. **Email:** [info@languagematters.co.uk](mailto:info@languagematters.co.uk). **Website:**  
[www.languagematters.co.uk](http://www.languagematters.co.uk). **Preferred Method of Contact:** Email.

## LINDA RAYMONDE EVENTS RECRUITMENT

Specialist recruitment service for roles in event organisation: conferences, incentive travel, production and hospitality. **Employer Sectors:** Events, Hospitality, Conference and Incentive Travel. **Number of Graduates/Students Placed Per Year:** Varies. **Location of Work:** London and Home Counties mainly but other regions occasionally. **Salary:** Usually starting salary of about £18K. **Degree Disciplines Sought:** Event Management, Marketing, Business Studies, Hospitality, Languages, Geography. **Additional Qualifications or Experience Required:** Strong admin skills, i.e. Int-Adv level Ms Word, Excel, Powerpoint, Access, fast accurate typing, communication skills, willingness to dress smartly. **Contact Name:** Linda Raymonde. **Contact Address:** 153 Riverside, St Albans, Herts, AL1 1RZ. **Telephone:** 08451 707 606. **Email:** [info@lindaraymonde.com](mailto:info@lindaraymonde.com). **Website:** [www.lrconnects.co.uk](http://www.lrconnects.co.uk). **Preferred Method of Contact:** N/A.

## LIPTON FLEMING RECRUITMENT

Lipton Fleming has been specialising in media recruitment since 1987. Our service to candidates and clients is personalised. We work with a select number of clients in each market predominantly on an exclusive or preferred supplier basis, ensuring that we have the time to spend getting to know them, and ensuring that we are able to adopt a proactive and specifically targeted approach when sourcing for candidates. **Employer Sectors:** Media Sales, Media Agency, Digital, Research and Marketing and Recruitment. **Number of Graduates/Students Placed Per Year:** 100+. **Location of Work:** Central London and surrounding areas. **Salary:** £16,000-£18,000 basic per annum, OTE £23,000-£24,000 per annum Recruitment OTE £85,000 per annum. **Degree Disciplines Sought:** Any degree will be considered; however a media related degree is an advantage. **Additional Qualifications or Experience Required:** Experience not essential, but any form of office/telesales experience would be an advantage. **Contact Address:** Northumberland House, 2nd Floor, 155-157 Great Portland Street, London, W1W 6QP. **Telephone:** 020 7636 0303. **Email:** Various, see website. **Website:** [www.liptonfleming.co.uk](http://www.liptonfleming.co.uk). **Preferred Method of Contact:** Email or telephone.



## MASON BLAKE

Mason Blake is a Financial Search and Selection company. Our client base consists of some of the most reputable and sought after City Hedge Funds Investment Banks and Investment Management Houses. **Employer Sectors:** Investment Banking or Asset Management. **Number of**

**Graduates/Students Placed Per Year:** 5. **Location of Work:** London and the South East. **Salary:** Average salary is £27,000-£35,000 per annum. **Degree Disciplines Sought:** Economics, Banking and Finance, Physics, Chemistry etc. **Additional Qualifications or Experience Required:** 1st or 2:1 and an A in Maths and/or Economics at A Level. At least 1 internship within Asset Management or Investment Banking. **Contact Address:** N/A. **Telephone:** 020 7033 4499. **Fax:** 020 7613 4810. **Email:** [info@masonblake.com](mailto:info@masonblake.com). **Website:** [www.masonblake.com](http://www.masonblake.com). **Preferred Method of Contact:** Online.

## MATCHTECH GROUP PLC

Matchtech is one of the UK's leading technical recruitment consultancies. We specialize in placing graduates into IT, science, engineering and construction roles. It's our job to find the perfect job for you! **Employer Sectors:** IT, Scientific, Engineering and Construction. **Number of Graduates/Students Placed Per Year:** 600. **Location of Work:** Nationwide. **Salary:** £18,000 - £25,000. **Degree Disciplines Sought:** All Science, IT, Engineering and Construction disciplines. **Additional Qualifications or Experience Required:** None. **Contact Address:** 1450 Parkway, Solent Business Park, Whitely, Fareham, PO15 7AF. **Telephone:** 01489 898989. **Email:** Please see website. **Website:** [www.matchtech.com/graduates](http://www.matchtech.com/graduates). **Preferred Method of Contact:** Online.

## MEDIA CONTACTS LTD

Media-Contacts is the leading specialised recruitment consultancy for the media sector specialising in sales and account management jobs for graduates within National Press, Consumer/Business magazines, Digital companies and Event companies. **Employer Sectors:** Media, Advertising and Sales. **Number of Graduates/Students Placed Per Year:** Circa 300. **Location of Work:** Central London. **Salary:** £16,000-£24,000 per annum. **Degree Disciplines Sought:** Any. **Additional Qualifications or Experience Required:** Languages are welcomed for our international clients. Any commercial experience/sales/account management is strongly preferred though not essential. **Contact Address:** The Windsor Centre, Windsor Street, Islington, London, N1 8QG. **Telephone:** 020 7359 8244. **Email:** [careers@media-contacts.co.uk](mailto:careers@media-contacts.co.uk). **Website:** [www.media-contacts.co.uk](http://www.media-contacts.co.uk). **Preferred Method of Contact:** Email.

## MEDISEC EAST

Specialist Agency supplying temporary medical secretaries and clerical staff to the NHS and Private Health sector. **Employer Sectors:** Health sector mainly NHS. **Number of Graduates/Students Placed Per Year:** Approximately 50. **Location of Work:** Hospitals/surgeries in Essex and Suffolk/Norfolk. **Salary:** £7 - £10 per hour (+24 days paid leave per annum pro-rata). **Degree Disciplines Sought:** Knowledge

of medical terminology. **Additional Qualifications or Experience Required:** Computer literate with good typing speed and accuracy. **Contact Name:** Sue or Mandie. **Contact Address:** The Office, Willow End, Lower Holbrook, Ipswich 1P9 2RL. **Telephone:** 0845 2575 997. **Fax:** 01473 327 498. **Email:** [tempdesk@medisec-east.co.uk](mailto:tempdesk@medisec-east.co.uk). **Website:** N/A. **Preferred Method of Contact:** Telephone.

## **META-MORPHOSE INTERNATIONAL**

Meta-morphose International is the UK's leading sales training and recruitment organisation, specialising in placing graduate calibre candidates into professional sales careers, offering sales training and support for a full year. **Employer Sectors:** Business to business sales positions. **Number of Graduates/Students Placed Per Year:** Unspecified. **Location of Work:** Nationally. **Salary:** £16-20k basic with on target earning potential 25k +. **Degree Disciplines Sought:** Not specified. **Additional Qualifications or Experience Required:** meta-morphose looks for attitude, passion and the determination to succeed over qualifications or experience. **Contact Address:** Idsall House, Prestbury, Cheltenham, GL52 3AY. **Telephone:** 0870 330 6000. **Fax:** 01242 253393. **Email:** [info@meta-morphose.co.uk](mailto:info@meta-morphose.co.uk). **Website:** [www.meta-morphose.co.uk](http://www.meta-morphose.co.uk). **Preferred Method of Contact:** Phone or email.

## **MILLAR ASSOCIATES**

We are a specialist recruitment firm to the finance industry. **Employer Sectors:** Main areas of PhD recruitment: Quantitative Analysts and Risk Management for Investment Banks. **Number of Graduates/Students Placed Per Year:** Not specified. **Location of Work:** London & NYC. **Salary:** Not specified. **Degree Disciplines Sought:** Scientific or Mathematical Masters or PhD. **Additional Qualifications or Experience Required:** Not necessary. Internships are a plus. **Contact Address:** PO Box 1028, High Wycombe, Bucks, HP15 6PZ. **Telephone:** 020 7589 8000. **Fax:** 01494 714 865. **Email:** [jobs@millarassociates.com](mailto:jobs@millarassociates.com). **Website:** [www.millarassociates.com](http://www.millarassociates.com). **Preferred Method of Contact:** Email.

## **MJHRECRUITMENT SOLUTIONS LIMITED**

A leading independent technical recruitment consultancy with an extensive knowledge of the building and surveying industry. **Employment Sectors:** Property & Construction. **Number of Graduates/Students Placed per Year:** 5. **Location of Work:** South East, Central London & International. **Salary:** c£20,000 - 30,000k (dependent on experience). **Degree Disciplines Sought:** BSc Hons Quantity Surveying / Project Management. **Additional Qualifications or Experience Required:** N/A. **Contact Name:** Marcus Howe, Director. **Contact Address:** 6 Lower Grosvenor Place, London, SW1W 0EN. **Telephone:** 020 7932 0090. **Fax:** N/A. **Email:** [info@mjhrecruitment.com](mailto:info@mjhrecruitment.com). **Website:** [www.mjhrecruitment.com](http://www.mjhrecruitment.com). **Preferred**

**Method of Contact:** Email.

## NJF SEARCH INTERNATIONAL LTD

Executive Search for Finance. **Employer Sectors:** Quantitative Finance, Proprietary Trading, Technology (contract and permanent). **Number of Graduates/Students Placed Per Year:** Not specified. **Location of Work:** London. **Salary:** £25,000 +. **Degree Disciplines Sought:** Maths, Economics, Statistics, Econometrics, Physics, Engineering and Computer Science.

**Additional Qualifications or Experience Required:** Masters, PhDs and Post Docs. **Contact Address:** 4th Floor, 1 Bedford Street, London, WC2E 9HG. **Telephone:** 020 7604 4444. **Fax:** 020 7625 6666. **Email:** [london@njfsearch.com](mailto:london@njfsearch.com). **Website:** [www.njfsearch.com](http://www.njfsearch.com). **Preferred Method of Contact:** Email or phone.



## OAK TREE RECRUITMENT LTD

Oak Tree Recruitment is a specialist multilingual agency conveniently situated in West London. **Employment Sectors:** Bilingual Administrative, Secretarial, Customer Service, Call Centre, Financial, IT, Sales and Marketing positions from Junior to Executive level. **Number of Graduates/Students Placed per Year:** N/A. **Location of Work Offered:** London and home counties. **Salary:** Varied. **Degree Disciplines sought:** Varied. **Additional Qualifications or Experience Required:** Varies. **Contact Name:** Sunita Ladwa. **Contact Address:** One Lyric Square, Hammersmith, London, W6 0NB. **Telephone:** 0203 008 8636. **Fax:** N/A. **Email:** [info@oaktreerecruitment.com](mailto:info@oaktreerecruitment.com). **Website:** [www.oaktreerecruitment.com](http://www.oaktreerecruitment.com). **Preferred Method of Contact:** Email.

## PERFECT EMPLOYMENT

Pasona Europe successfully assists multi-national clients, particularly Japanese and Korean companies, in their recruitment practice throughout UK and EU with language speakers in many disciplines. **Employment Sectors:** IT / Finance / Trading / Engineering. **Number of Graduates/Students Placed per Year:** 20. **Location of Work Offered:** Throughout UK and EU. **Salary:** Depending upon the job, £18k+.

**Degree Disciplines Sought:** IT, Finance, Business, Languages. **Additional Qualifications or Experience Required:** We specialise in assisting Japanese / Korean companies, so knowledge of language / culture beneficial. **Contact Address:** Tower 42, 25 Old Broad Street, London EC2N 1HN. **Telephone:** 020 7621 0055. **Fax:** 0870 7877851. **Email Address:** [info@perfect-eu.com](mailto:info@perfect-eu.com). **Website:** [www.perfect-eu.com](http://www.perfect-eu.com). **Preferred Method of Contact:** Email / phone.



## PEOPLE FIRST (RECRUITMENT) LTD

Specialising in roles for language speakers, Japanese speakers, supply chain / logistics and office support staff, we are able to assist graduates find opportunities within both multinational and SME organisations. **Employment Sectors:** Multilingual, Japanese, supply chain, general admin. **Number of Graduates/Students Placed per Year:** 10. **Location of Work Offered:** London and Home Counties. **Salary:** From £18,000. **Degree Disciplines Sought:** Languages, Japanese, Supply Chain, Logistics, Finance. **Contact Name:** Nicola Peverell. **Contact Address:** One Love Lane, London, EC2V 7JN. **Telephone:** 020 7796 3636. **Fax:** N/A. **Email:** [mail@people-first.co.uk](mailto:mail@people-first.co.uk). **Website:** [www.people-first.co.uk](http://www.people-first.co.uk). **Preferred Method of Contact:** Email.

## PERRIAM & EVERETT

Perriam and Everett recruits Recruiters, Headhunters and In-House Recruiters worldwide. We run assessment centres for graduates wishing to get into the recruitment industry, so that they can get first hand experience of what it is like to be a recruitment consultant. **Employer Sectors:** Recruitment. **Number of Graduates/Students Placed Per Year:** 60. **Location of Work:** London. **Salary:** £22,000. **Degree Disciplines Sought:** N/A. **Additional Qualifications or Experience Required:** N/A. **Contact Address:** Suite 9, The Sanctuary, 23 Oak Hill Grove, Surbiton, Surrey KT6 6DU. **Telephone:** 020 3287 7347. **Website:** [www.perriam-everett.co.uk](http://www.perriam-everett.co.uk). **Preferred Method of Contact:** Email or phone.

## PREMIER GROUP RECRUITMENT LTD

Premier Group Recruitment is a specialist supplier of high quality IT, Sales and Engineering professionals. **Employer Sectors:** IT. **Number of Graduates/Students Placed Per Year:** 20. **Location of Work:** London. **Salary:** £15-£25K. **Degree Disciplines Sought:** All. **Additional Qualifications or Experience Required:** N/A. **Contact Address:** Clarendon House, 59-75 Queens Rd, Reading, RG1 4BG. **Telephone:** 0118 902 8800. **Fax:** 0118 902 8801. **Email:** [info@premiergroupuk.com](mailto:info@premiergroupuk.com). **Website:** [www.premiergroupuk.com](http://www.premiergroupuk.com). **Preferred Method of Contact:** Email.

## PROJECT RESOURCE LIMITED

Project Resource Ltd provides bespoke recruitment solutions for professionals across the construction, civil engineering and rail industries. Visit our website for more information: [www.project-resource.co.uk](http://www.project-resource.co.uk). **Employment Sectors:** Construction, Rail, Civil Engineering, Sales / Recruitment. **Number of Graduates/Students Placed per Year:** 50+. **Location of Work Offered:** UK wide. **Salary:** From £16,000 to £30,000. **Degree Disciplines Sought:** Quantity Surveying, Civil Engineering, Marketing, Psychology, and any other degree. **Additional**

**Qualifications or Experience Required:** Work experience is always beneficial.  
**Contact Address:** London & South of England Office, Project Resource Limited, 2nd Floor, 202 Kings Road, Reading, Berkshire, RG1 4JJ; Midlands Office, Project Resource Ltd, Westbury House, 701-705 Warwick Road, Solihull, West Midlands, B91 3DA. **Telephone:** London & South of England Office - 01189 522240, Midlands Office - 0121 712 6600. **Fax:** London & South of England Office - 01189 522241; Midlands Office - 0121 712 6601. **Email:** London & South of England Office - [info@project-resource.co.uk](mailto:info@project-resource.co.uk); Midlands Office - [solihull@project-resource.co.uk](mailto:solihull@project-resource.co.uk).  
**Website:** [www.project-resource.co.uk](http://www.project-resource.co.uk). **Preferred Method of Contact:** Telephone or email.

## REED GRADUATES

[www.reed.co.uk/graduate](http://www.reed.co.uk/graduate), home to more of the UK's best graduate-calibre opportunities, takes the hard work out of job-hunting. Simply register your details online to search and apply to thousands of jobs. Employer Sectors: Most sectors, at the graduate-entry level. **Number of Graduates/Students Placed Per Year:** 100+. **Location of Work:** Across the UK. **Salary:** Typically £18,000+.



**Degree Disciplines Sought:** Any.  
**Additional Qualifications or Experience Required:** All. **Contact Name:** Rob Knowles. **Contact Address:** 1 Bedford Street, London, WC2E 9HG. **Website:** [www.reed.co.uk/graduate](http://www.reed.co.uk/graduate). **Preferred Method of Contact:** Register via the website, attach your CV and request the Reed Graduates newsletter.

## REILLY PEOPLE

Reilly People is a London firm of media recruiters established in 1993. We recruit for roles in media-sales, media planning / buying, sponsorship and promotions, quantitative analysis/research and conference producing. **Employment Sectors:** Media. **Number of Graduates/Students Placed per Year:** 20. **Location of Work Offered:** Mainly London. **Salary:** Typical Graduate start is £18-20k. **Degree Disciplines Sought:** Economics, Business and Science Degrees. **Additional Qualifications or Experience Required:** For media planning/buying positions: good arithmetical numeracy is important, a 2:1 or higher, and a high level of organisation and a knowledge of the media market. For Conference Production positions, Economics, Business or Science degrees preferred, some commercial experience. For sales positions: good communication skills including literacy are important. Also determination, a competitive spirit, commercialism, leadership, presence, likeability, drive, confidence, and work ethic. For media analysis positions, numeracy is all! Top number-crunchers please! **Contact Name:** John Reilly. **Contact Address:** Pyramid Building, Jubilee Yard, 31 Queen Elizabeth Street, London SE1 2LP. **Telephone:** 020 7234 0504. **Fax:** N/A. **Email:** [info@reillypeople.co.uk](mailto:info@reillypeople.co.uk). **Website:** [www.reillypeople.co.uk](http://www.reillypeople.co.uk). **Preferred Method of Contact:** Email.



## SEVEN LTD

Seven recruit for some of the largest retail organisations within the UK and Internationally. Clients include Topshop, Reiss and Firetrap. We work across all levels and functions including design. **Employment Sectors:** Retail/Fashion.

**Number of Graduates/Students Placed per Year:** Not Specified. **Location of Work Offered:** United Kingdom and

International. **Salary:** Dependant on vacancy recruiting for. **Degree Disciplines**

**Sought:** BA (HONS) Designers, Buyers, Merchandisers. **Additional Qualifications**

**or Experience Required:** Fashion Design. **Contact Address:** Studio 4, The Quays,

Concordia Street, Leeds, LS1 4ES. **Telephone:** 0845 437 9770. **Fax:** N/A. **Email:**

[enquiries@workwithseven.com](mailto:enquiries@workwithseven.com). **Website:** [www.workwithseven.com](http://www.workwithseven.com). **Preferred**

**Method of Contact:** Email / Telephone.

## SHERIDAN MAINE LIMITED

Sheridan Maine is a specialist finance and accountancy recruitment consultancy operating across Southern UK, offering career opportunities across transactional, part qualified and qualified level positions. **Employment Sectors:** Finance and

Accountancy. **Number of Graduates/Students Placed per Year:** Not Specified.

**Location of Work:** Hampshire, Dorset, Wiltshire, Surrey, Berkshire,

Buckinghamshire and Middlesex. **Salary:** £16,000+. **Degree Disciplines Sought:**

Any. **Additional Qualifications or Experience Required:** GCSEs/A Levels. **Contact**

**Name:** No one name in particular. **Contact Address:** Regus House, George Curl

Way, Southampton, Hampshire, SO18 2RZ (We also have offices located in

Basingstoke and Bracknell). **Telephone:** 0871 218 0573. **Fax:** 0871 218 0173.

**Email:** [southampton@sheridanmaine.com](mailto:southampton@sheridanmaine.com). **Website:** [www.sheridanmaine.com](http://www.sheridanmaine.com).

**Preferred Method of Contact:** Email.

## STUDENTFORCE FOR SUSTAINABILITY

We provide specialist graduate recruitment with training and support for sustainable development projects in the public, private and voluntary sector, on a not-for-profit basis. **Employment Sectors:** Sustainable Development Sector

(environment, social and economic overlap). **Number of Graduates/Students**

**Placed per Year:** 78. **Location of Work:** East Midlands, East of England, the South

East. **Salary:** £12,000k p.a. pro rota - £20,000k p.a. pro rota. **Degree Disciplines**

**Sought:** All but particularly those with an environmental, geography, sustainable

design, conservation or sustainability angle. **Additional Qualifications or**

**Experience Required:** None. **Contact Address:** StudentForce for Sustainability,

Station Approach, Oakham, LE15 6QT. **Telephone:** See website. **Email:** See

website. **Website:** [www.studentforce.org.uk/graduateresource/index.htm](http://www.studentforce.org.uk/graduateresource/index.htm).

**Preferred Method of Contact:** Email.

## SUE HILL RECRUITMENT

Specialist recruiter for the library, information management, publishing, records management and archives sectors, recruiting temporary and permanent vacancies for clients in the public and private sectors across the UK. **Employment Sectors:** Library, information management, records management, archives, publishing. **Number of Graduates/Students Placed per Year:** Not specified. **Location of Work:** Any UK. **Salary:** £15-25,000. **Degree Disciplines Sought:** MA Library & Information Management, MA Records Management & Archives Administration, MA Electronic Publishing. **Additional Qualifications or Experience Required:** Not specified. **Contact Name:** Nicola Franklin. **Contact Address:** Borough House, 80 Borough High Street, London, SE1 1LL. **Telephone:** 020 7378 7068. **Email:** See website. **Website:** [www.suehill.com](http://www.suehill.com). **Preferred Method of Contact:** Email.

## TEACHWEB

Let Teachweb take the burden of long job application forms! Teachweb recruit for permanent and supply jobs in state and independent schools; We are honest, ethical and pay generous rates. **Employment Sectors:** State and Independent Secondary Schools. **Number of Graduates/Students Placed per Year:** 50+. **Location of Work:** London and the surrounding counties. **Salary:** £125 - £140 per day. **Degree Disciplines Sought:** PGCE (Post Graduate Certificate in Education). **Additional Qualifications or Experience Required:** Teaching experience is a benefit but new graduates welcome. **Contact Name:** Katie Wright. **Contact Address:** teachweb, Cambridge Street, London SW1V 4PS. **Telephone:** N/A. **Email:** [info@teachweb.co.uk](mailto:info@teachweb.co.uk). **Website:** [www.teachweb.co.uk](http://www.teachweb.co.uk). **Preferred Method of Contact:** Send your CV by email.



## TIPTOPJOB.COM

TipTopJob is the Online Job Portal where jobseekers can search and apply for jobs in 35 different industry sectors. Register online for free, upload a CV to get headhunted and set up Email Alerts for instant job notification. **Employment Sectors:** 35 Industries - something for everyone. **Number of Graduates/Students Placed per Year:** Unknown. **Location of Work:** UK-wide and International. **Salary:** Various. **Degree Disciplines Sought:** Various. **Additional Qualifications or Experience Required:** Various. **Contact Name:** Corinne Dauncey. **Contact Address:** N/A. **Email:** N/A. **Website:** [www.TipTopJob.com](http://www.TipTopJob.com). **Preferred Method of Contact:** Website.

## TRAVEL TREE

Travel Tree specializes in overseas internships and work experience programs, study abroad opportunities, volunteering programs, and seasonal travel work for

students or recent graduates. Gain valuable experience to add to your resume. Search our directory for a program appropriate to your studies! **Employment Sectors:** Conservation, Wildlife, Teaching, Medicine, Law, Business, Design, Marketing, IT, Tourism. **Number of Graduates/Students Placed per Year:** Unlimited and ongoing. **Location of Work Offered:** Worldwide opportunities including Costa Rica, South Africa, Kenya, Ecuador, Argentina, Mexico, Spain, Italy, Japan, China, Vietnam and much much more! **Salary:** Salary depends on position applied for, most internships are voluntary however there are many paid teaching jobs, as well as summer jobs in hospitality, diving and camp councillor positions. **Degree Disciplines Sought:** Any. **Additional Qualifications or Experience Required:** Most positions do not require previous experience, however some do, please see details of the specific position you are interested in on our website. **Contact Name:** Rick Cranston. **Contact Address:** 90 Long Acre, Covent Garden, London WC2E 9RZ United Kingdom. **Telephone:** N/A. **Fax:** N/A. **Email:** [info@traveltree.co.uk](mailto:info@traveltree.co.uk). **Website:** [www.traveltree.co.uk](http://www.traveltree.co.uk). **Preferred Method of Contact:** Applications and inquiries can be submitted via the website, however should you have further questions after reviewing the site please send us an email and we will respond promptly.