

Kent Executive Search is the executive recruitment arm of Kings Hill Recruitment, specialising in the placement of senior managers and directors and other key personnel across the South East. KES offer a 'belt and braces' solution to your recruitment by using search and selection techniques 'hand in hand' with traditional recruitment methods. You can view over 275 candidate profiles at [www.kentexecutive.co.uk](http://www.kentexecutive.co.uk). Shortlist those who are of interest, email your selection and we will forward their CVs.

**Marketing / Business Development £60,000 pa**

Senior Business Improvement Professional with wide ranging experience with in excess of 20 years in Marketing and 15 years in Business Development. Possesses a high degree of commercial acumen and entrepreneurial flair demonstrated through an outstanding record of achievement. Leads from the front with an influential management style to create effective teams and possesses a structured analytical approach with a keen eye for detail in providing reliable, accurate financial information. Offers substantial strategic management and a proven track record in indentifying opportunities and implementing innovative management initiatives through robust cost effective solutions.

**Ref: DC/MT**

**Sales Manager £40,000 pa+**

Most recently managing a sales office of 25 telesales and lead generators. Implemented new KPI structure to drive productivity (up by 182% in 2 months) also implemented new commission and bonus structure to gain buy-in from team. Had responsibility for P&L for sales office , query and credit solving and motivating sales team on a daily basis.

**Ref: AR/JG**

**C# Developer £30,000**

Designs and develops quality management software for different businesses, involved in the complete development cycle from Specification, Design, and Testing. Responsibilities and achievements include:

- Designed and Developed Software using .NET Technologies (ASP.NET, C# and Javascript).
- Developed and Maintained Test Plans and Strategies.
- Created Database Tables and Stored Procedures using MSSQL and Oracle
- Maintained large and complex websites using Classic ASP, SOAP, HTML, JavaScript and Flash.

**Ref: DC/LS**

**Operations Manager £35,000 pa**

Has held managerial, training and operational positions and has been regularly responsible for 150 personnel. A manager and administrator with extensive experience in training, logistic and operational fields who has the ability to prioritise, make decisions and produce a clear, workable plan under pressure. Served in the Regular Forces from 1980 to 2002 rising to the rank of Warrant Officer Class Two through promotion and selection.

**Ref: DC/NR**

**Project Manager £35,000 pa**

A Senior Project Manager responsible for the execution of events in the UK and overseas ranging from 50 – 1000 delegates. This involves identifying a team to deliver the event, co-ordinating the planning process to ensure the event objectives are met and overall responsibility of the event budget.

**Ref: DC/JR**

**Call Centre / Sales Manager £30,000 +**

Has managed a call centre consisting of approx. 70 FTE. Key objectives included achieving and exceeding conversion rates, customer service targets, employee satisfaction targets, HR targets and managing department budget. Excels at inspiring and motivating Team Leaders to perform and maintain and build relationships across the business, whilst getting communication right. Achievements include the introduction of a consistent performance management process, enhanced consistency against targets and an increase in staff personal development opportunities.

**Ref: DC/CM**

**Sales Manager £35,000 +**

Key areas of expertise include:

- Product and Business Development
- Supporting and developing existing accounts
- Developing new product lines and supporting strategies for the market place.
- Experience in UK and Europe.

**Ref: DC/PT**

# Candidate Update November 2010

Featuring 23 excellent candidates looking for their next employment opportunity through Kings Hill Recruitment & Kent Executive Search with a further 275+ candidates profiled on our website [www.khr.co.uk/candidate\\_profiles](http://www.khr.co.uk/candidate_profiles)

For more information about any of the featured candidates contact one of our team:

Kings Hill Recruitment: 01732 870011  
recruit@khr.co.uk [www.khr.co.uk](http://www.khr.co.uk)

Kent Executive Search: 01732 870022  
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Little Market Row,  
Leybourne, Kent, ME19 5QL



Amanda Richardson FIRP  
Senior Consultant /  
Director



Malcolm Ings CIMA  
Accounts & Payroll  
Manager



Sarah Vanderhook  
Consultant



Michael Richardson FIRP  
Senior Consultant /Director



Amanda James MIRP  
CertRP Temp Consultant



Jo Hawkins  
Accounts & Payroll  
Administrator



David Cotton  
KES Recruitment &  
Training Manager



Sheila Difford  
Senior Consultant



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\*illustrated figures are the total hourly charge to Clients (excluding VAT)

**Administrator - temp/temp-perm £17,500 pa**  
A Business Studies graduate who has just left their current role and is available to start on a temp or temp to perm basis immediately. Works well in customer focused roles where there is an element of pressure. Has good communication skills and can prioritise and work to deadlines. Uses MS Word, Excel and Outlook.  
**Ref: AR/JC**

**Office Manager / Admin £20,000 pa**  
A vastly experienced, dedicated and numerate administration supervisor. Excellent process management and communication skills developed through interaction with internal and external customers. A supportive and approachable individual who is a good motivator of teams.  
**Ref: SV/LC**

**Customer Service - Temp £11.78 p/h \***  
Accomplished in sales and customer service, excellent communication and interpersonal skills. Works well under pressure to targets and deadlines, motivated and enthusiastic. Thrives in a challenging environment. Experienced in sales either face to face or on the telephone, in a competitive business-to-business environment, with sales targets and deadlines.  
**Ref: AR/AH**

**People Manager £27,000pa/£20.49 p/h\***  
An experienced People Manager whose skills and ability to engage staff encourage individual responsibility and great performance to exceed potential. Thrives on challenge & diversity and enjoys problem solving utilizing excellent objection handling skills and identifying core problems. Delivering excellent Customer Service to all is of paramount importance as is a drive to establish a culture of mutual respect & trust by displaying an open & honest 'can do attitude'.  
**Ref: MR/LK**

**Administrator £14,000 pa**  
Punctual, hardworking, reliable person with excellent IT skills having used MS Word, Excel and Outlook to a high standard. General administrative experience includes:  
• Answering incoming calls  
• Dealing with queries  
• Processing of information and payments  
• Maintaining records of payments  
• Liaising with clients  
• Filing  
**Ref: MR/AB**

**Marketing Coordinator £15,000 pa**  
A Marketing Coordinator with experience in all office duties. Is well organised, reliable, flexible and hard working with the ability to work in a team or on own initiative. Is proficient in MS Word, Excel and Outlook and has an excellent eye for detail. Responsibilities include: budget maintenance, hospitality, Intranet maintenance, co-ordinating exhibition stand bookings maintaining photo library, liaison with suppliers and stationery ordering.  
**Ref: SV/EW**

**Insurance Administrator £21,000+ pa**  
Responsible for reconciling premiums received in to the bank and paid. Ensuring claims are paid in a timely manner, liaising with clients to submit payments and liaising with Insurers to clarify premiums. Also responsible for off-site filing management, stock taking and ordering.  
**Ref: DC/DF**

**BDM £25,000 pa/£19.21 p/h\***  
A highly experienced and professional Business Development Manager who has an outstanding track record for delivering results with exceptional efficiency on a business level. Key achievements include setting sales targets and introducing commission schemes, personalising client presentations and producing a company portfolio.  
**Ref: DC/SS**

**Senior Sales Coordinator £20,000 + pa**  
Has consistently demonstrated an ability to learn quickly, meet deadlines, provide solutions, and achieve results. Can provide high level customer care by thoroughly understanding needs and having positive and regular communication. Has five years experience managing demanding client relationships, negotiating and renewing contracts and has also designed and executed a customer care retention project.  
**Ref: SV/ST**

**Accounts / IT Manager £24,000+ pa**  
Currently responsible for the daily running of invoicing, Credit control, Sales Ledger and Purchase Ledger departments. A hard worker and fast learner who thrives in busy environment. A loyal employee who has worked in Accounting for ten years and has also been involved in IT and Customer Service.  
**Ref: SV/LW**

**Administrator - Part - time £7.00 p/h**  
Has experience in accounts, administration and secretarial roles which all involved working on own initiative and included minute taking, extensive diary management, VAT returns, wages and invoicing as well as the ability to work on own initiative. Has good communication skills and a proactive approach. Available 25 hours per week over 5 days.  
**Ref: SV/RJ**

**PA Secretary £18,000+ pa**  
Has worked as a Legal Secretary /Administration Assistant for nearly 4 years and now wishes to develop skills with an exciting and varied Secretarial role. Previously studied at West Kent College, on an Administrative and Secretarial course for the first year, and a Personal Assistant with Legal Studies course for the second. Is hard working, honest and reliable, with first-rate customer service skills.  
**Ref: SV/HW**

**Administrator £16,000+ pa**  
Hard-working, self-motivated individual with excellent communication skills. Proven track record of working to tight deadlines and demanding targets. Key skills include:  
• Time management  
• Customer service  
• In depth knowledge of MS Excel including Lookups, Pivot Tables, IF and SUMIF Statements.  
• PowerPoint  
• Flexible  
• Attention to detail.  
**Ref: SV/CT**

**Accounts / HR Administrator £18,000+ pa**  
• Accounts experience includes inputting wages, inputting invoices, writing cheques and managing the purchase ledger.  
• HR experience includes reviewing CV's, designing interview questions, keeping holiday and staff rota records and organising temps.  
• Admin experience includes answering phones, filing and data input.  
Can work confidentially and independently as well as in a team.  
**Ref: AR/SW**

**Sales / Customer Service £14,000 pa**  
A people person with excellent sales, negotiation and customer service skills. Hardworking, diligent, confident and has an eye for detail, is used to working in a driven environment and thrives on a challenge. Can work well within a team but also is very motivated and comfortable working alone.  
**Ref: AR/SK**

**Junior Administrator £12,000 pa**  
A highly professional individual with excellent communication skills. Recently completed A levels and now looking for first steps onto the career ladder and hopes to contribute to the business needs of a future employer in any office based role.  
**Ref: AR/EF**