

# Hiley Elite Recruitment

**Contact:** Shoonah Hiley-Jones

**Phone:** 01590 636100

**E-mail:** shoonah@hiley-elite.co.uk

**Website:** www.hiley-elite.co.uk

Hiley Elite are a recruitment consultancy specialising in permanent or contract positions with a particular focus on office support, hospitality and commercial sectors.

From a standing start and through a process of cold calling, marketing and client and candidate appointments the business has grown steadily and is now well established. Following the active recruitment phase, the first placement was secured after 6 weeks of business.



Originally the business just focused on PA, Secretarial and Office support. However more recently, the company has developed and expanded into the hospitality and commercial sector due to client demands.



All candidates are interviewed on a face to face basis, tested on their IT skills and where applicable, have their proof of eligibility to work in the UK taken. Candidates are also provided with both CV and interview advice to assist them and to help ensure that matches with employers are right for both parties.

The business has utilised a range of marketing tools to bring in new business. This includes advertising through national recruitment websites, producing email campaigns to new and existing clients, offering special deals to the hospitality sector and embarking upon a focused social media campaign.

There is an emphasis on the business being New Forest based and wishing to source the best candidates from the local area accordingly.

