



Blade is a professional recruitment company, providing solutions to personnel requirements in the Property and Facilities Management, Technical and Engineering Professions.

From our office in London, Blade recruits Permanent Placements and Temporary Workers for clients all over the UK. We offer an unrivalled professional service where highly trained consultants have the latest IT technology at their fingertips. We will help you to attract, retain and manage the right people for your business. Dedication to providing a consistently high quality service has been the key to our success.

Our philosophy is built on industry knowledge. We pride ourselves on understanding the industries that we work in and our aim is to provide an effective and customer friendly service, enabling clients and candidates to gain an advantage in a highly competitive market place.

Our recruitment process enables our consultants to spend more time getting to know you, your requirements and your business. Blade's advertising analysis and media planning ensure that we target the medium that attracts the best candidates.

The service we provide has a high emphasis on honesty – if we cannot supply we will inform you with enough time to seek an alternate source.



Our reputation amongst candidates is such that skilled and experienced professionals in each of the disciplines continually contact us. We constantly strive to improve our service to our Clients and Candidates. Blade Consultants adhere to a strict code of conduct as members of the Recruitment and Employment Confederation. Blade aims to be an extension of your HR department by providing a reliable and dependable service to you.

We strive for a paperless office so all documentations, including candidate documentations and photographs are electronically scanned and stored onto our computer network. Documents that are faxed to us are electronically saved in order to save paper. We therefore encourage our clients to receive all information required on candidates by email where possible. We will be happy to work with you on any other issues in the recruitment process that may help in the protection of the Environment.



Introduction to Blade



Every organisation recognises the advantages of a flexible workforce who can supplement their existing staff to cover peaks in workloads and holiday cover etc. Our commitment to providing a quality recruitment service to our customers has earned Blade “Preferred Supplier” status with many blue chip clients.

Our relationship with clients mean that we can adapt our service to the suggestions and feedback from clients and candidates. We consider and respond promptly to all input offered by our clients about our selection and management of temporary workers and our recruitment process.

We are available twenty-four hours a day. You can contact your consultant at anytime. Your call will always be answered and the query dealt with – even out of hours.

Blade aims to give our clients a unique service tailored to fit their exact requirements and ease the burden of recruitment. Clients are welcome to visit our offices at anytime and find out more about our recruiting methods. We also offer our clients the facility of utilising our interview rooms whenever the need arises and clients can send details of any standard company tests to be taken.

For the purposes of Total Account Management, one of our consultants will be dedicated to your company’s requirements. All consultants have ongoing training and a vast knowledge of the industries that we are supplying, offering an expert service at all times.

Once we have established your preferred approach to recruitment, we can establish a bespoke structure for your company to save time, cut costs and solve your recruitment problems.

Your time is precious and we respect that. We will evaluate all areas that we can save your time and resources. Blade can manage a lot of the client-side administration involved in the recruitment process. For example, prior to any meeting of your recruiters with our candidates we can conduct any necessary standard requirement technical tests, complete your standard application form, and provide the applicant with a background on your company, your standard benefits and recruitment practice. At the point of interview much of the groundwork will be complete and we will have honed our shortlist of candidates to the most appropriate to your needs. All the documents you need when meeting our candidates will be emailed to you.



IT integration

We offer a dedicated IT professional to integrate our solutions with your existing IT systems. We create files in the format used by your accounts department. We also provide analysis of usage history and recruitment costs. We work in partnership with clients to develop bespoke reports that provide the information that client wants.

Performance Assessment

Blade works with clients to make recruitment a joy, not a burden. Once the initial work is complete, we do not become complacent! We closely monitor our candidates ourselves, using service appraisals and highlighting any particular issues. This focuses us to perfect the methods we deploy.



Benefits of using Blade

Effective Marketing

At Blade we constantly strive to attract the best applicants for your vacancies. We use different forms of media to in attracting good candidates as soon as they enter the labour market. We actively monitor and analyze the response to ensure consultants make an informed decision on all positions.

Speed

We recognize that today's business environment is fast paced. We invest significant resources in ensuring that our comprehensive database is up-to-date. This allows us to react quickly to your request and meet short notice requirements in the quickest possible time. We are also able to move quickly when changes in legislation and pay schedules occur in the recruitment industry.

Knowledge of your industry

We have a team of dedicated consultants who specialize solely in your sector. Our knowledge gives us an appreciation of the sector's market conditions and an understanding of your business needs. Is there information and a standard CV format preferred by your company? How many CV's would be ideal for each vacancy? We allow you to choose what suits your situation best.

Benefits for using Temporary Workers

The agency follows an organized recruitment process. This ensures thorough vetting of candidates and references are taken prior to a start date, unless you are notified beforehand. We also have sole point of contact with the worker at the agency regarding their recruitment needs.

If for any reason you wanted to replace a contract engineer, you could give us 24 hour notice or less. You can assess whether the worker fits in to your team and requirement without any recourse and change your mind if you needed.

We also brief workers about your Health and Safety policies, regulations and the name of the person on each site that is responsible for dealing with incidents. Before being sent to any site we ensure that these documentations are sent to them by email.

Assessments are done to keep updated on how the engineers are performing. We generally do not speculatively send CVs, but when exceptional candidates approach Blade, we use the knowledge of your business and may send you the candidate's CV if we believe that it would be of interest.

You also pay for the invoice on the hours worked and not have to worry about holiday pay, national insurance, benefits etc.



Customized Induction Guides

For our larger clients we design and produce customized orientation guides, alongside our standard Induction Pack, for our temporary staff as specific guidance to their place of work. These guides provide a brief overview of the client, general health and safety guidelines, office plans and local area maps.

Pay rates greatly affect our ability to recruit qualified individuals for your assignments. Blade pays temporary staff at a level considered to be the best available for the market sector and area involved, based on market research, competitor data and comparisons with permanent salaries. We believe these rates are competitive and fair, and reflect our dual commitment to serve the interests of both clients and temporary candidates.

Blade also rewards performance and loyalty with regular pay increases to encourage continued enthusiasm and dedication and help retain the best temporary staff as their skills develop over time. All PAYE candidates also receive 28 days holiday payment per year, on a pro-rata basis.

Recruitment Sectors

Blade offers Permanent, Contract and Temporary recruitment solutions to organizations looking for individuals within the following fields. Some may require them to have qualified professionals, specialist engineers and trades people.

We appreciate that the needs of these industries may demand not only a high level of expertise, but also an understanding when supplying personnel to your work place.

These jobs may be within the following sectors:

Building Services and Maintenance

Electricians
 Mechanical Technicians
 Multi Skilled
 Air Conditioning Engineers
 Mobile Maintenance
 Site Supervisors
 Shift Engineers
 Shift Leaders
 Contract Managers
 Handymen
 Labourers
 Carpenters
 Painters
 Construction Technician
 Other Mechanical
 Other Technicians
 Other Engineers
 Plumbers

Facilities Management

Office and Support staff
 Facilities Managers
 Property Managers
 Project Managers
 Contract Managers
 Security
 Procurement Managers
 PFI Management
 Space Planning

Administration and Support Staff

Office Managers
 Help Desk
 Telephone Operators
 Post Room Operatives
 Receptionist
 Secretaries
 Administrators
 Porters
 Housekeepers
 Support Staff
 Cleaners
 Concierge

Catering

Hotel Staff
 Catering Managers
 Unit Managers
 Service Supervisors
 Executive Chefs
 Chefs
 Bar Staff
 Waiting Staff
 Kitchen Assistants
 Catering Assistants
 Front of House





CHARGE RATES FOR TEMPORARY WORKERS

Maintenance Electrician	£15.85p/h	Cleaning & Catering Supervisor	£11.30p/h
Installation Electrician	£17.50p/h	Cleaning Team Leader	£10.75p/h
Mechanical Fitter	£15.85p/h	Cleaner	£9.10p/h
Multi Skilled Maintenance Technician (M&E)	£16.20p/h	Catering Supervisor	£11.30p/h
Air Conditioning Engineer	£16.20p/h	Catering Assistant	£8.75p/h
Engineering Team Leader	£19.10p/h	Porter	£10.10p/h
Project Engineer	£18.85p/h	Assistant Facilities Manager	£16.50p/h
Plumber/ Pipefitter	£17.50p/h	Facilities Helpdesk	£15.50p/h
Handyperson	£12.50p/h	Facilities Administrator	£14.10p/h
Carpenter	£15.95p/h	Project Coordinator	£14.75p/h
Labourer	£9.85p/h	Space Planner	£14.85p/h
Painter	£13.50p/h	AutoCAD	£13.50p/h
Mobile Air Conditioning Engineer	£17.80p/h	Basic Administrator	£11.80p/h
Mobile Chiller/ Refrigeration Engineer	£17.80p/h	Post Room Administrator	£11.80p/h
Mobile (M&E) Multi Skilled Technician	£16.95p/h	Facilities Manager	TBA
Mobile Electrician	£15.95p/h	Contracts Manager	TBA

☐ The rates quoted are a guideline to our current temporary rates in the Greater London Area ☐ Rates for long term temporary bookings are negotiable and can be tailor-made to your requirements ☐ Managerial rates are not listed but are available on request ☐ Mobile rates quoted are based with a vehicle provided by our client for the worker ☐ We consider our rates to be competitive in today's market for both employer and employee alike ☐



On Site Coordinator

Dependent upon the volumes of staff required, under a Master Vendor Agreement, Blade can provide an on-site coordinator based on your premises, to coordinate temporary assignments and permanent vacancies. The on-site coordinator would be a Blade representative but also a fully integrated member of your Human Resources Department acting as a 'neutral assistant' focused purely on client satisfaction.

The Coordinator's main function is to manage the day to day administration of the temporary workforce. Their role mirrors that of Blade's branch, encompassing searches and selection activities such as interviewing, referencing, skills evaluation and placements, as well as all associated administration:

Payroll service

In addition to our recruitment service we also offer a 'Payroll Service' which is designed to allow you to have a cost-effective flexible work force by employing the staff that you wish, easing cash flow and removing the complications of PAYE employment. Given below is an example of the formula used to calculate the Charge Rate:

Pay Rate + 12.8% Employers NI Contributions + 12.07% Holiday Pay + 9% Payroll Service

Charge

The rates are exclusive of VAT and would alter according to the Pay Rate agreed between yourself and the operatives concerned whilst maintaining the quoted percentage rates.

Employees working through this system will be classed as PAYE employees through Blade and will still benefit from 28 days fully paid holiday per year.

The Payroll Service Charge quoted is at considerably reduced rate, which is approximately 9% lower than Blade standard recruitment charge. For this reason, the Payroll Service is frequently utilized by companies over long and measured term contracts.





Business Needs Analysis

Blade Consultants will visit each of your departments to gain an understanding of the unique needs and requirements of each end user. This is backed up by a Business Needs questionnaire. All details are then used as a point of reference for each assignment.

Customized Invoicing

Our flexible invoicing arrangements allow many options, including multiple timesheets, listing all candidates currently working, their ordering source and appropriate cost codes. Invoices can be submitted in a consolidated format and customized to the precise requirements stipulated by you.

Free Advertising

Blade often provide advertising in local newspapers at Blade's discretion, can advertise individual vacancies at no extra cost to the client. This can be invaluable for specific project recruitment, and Blade is pleased to run dual logo adverts should it be mutually agreed to do so.

All of the following services are provided free of charge:

BLADΣ

Omnibus Business Centre
39-41 North Road
London
N7 9DP

Tel: 02076196450
Fax: 08700527687

Website: www.bladerecruitment.co.uk
E-mail: info@bladerecruitment.co.uk

