

Permanently Off to Work

Introduction and partnership

All of us here at Off to Work are passionate about providing a refined level of staffing to match the high quality and bespoke product you deliver.

I am now delighted to let you know that we have extended this service to include all levels of permanent recruitment and would be delighted to support you with your requirements now or in the future.

Off to Work only supply people we can trust, who have been met by our permanent recruitment division and who we believe will compliment your existing team. We take the time to listen and advise on the nature of the roles that you need recruiting, understand the unique culture and the environment that you offer and have a full appreciation of the skills and experience that the successful candidate will need to excel in their role.

Our operations are accredited up to ISO 9000:2008 level and we believe in working in partnership with our clients aiming to continually surpass their expectations.

Please have a look through the information provided and I look forward to speaking with you further to discuss how we can work together in the future.

Kind Regards



Jane Leese
Permanent Recruitment General Manager



“I have found OTW to be fantastic in supporting Bite in the growth of our London hospitality businesses. We have used them to source permanent staff and to supply temporary staff. I have no doubt in my mind that Off To Work provide a quality of staff and a service that is very hard to match.”

Bite Catering

Industry Knowledge

- Our permanent recruitment division combines indepth industry knowledge with a tailored approach
- We have worked with over 250 companies nationwide
- We listen and understand our client's needs
- General Manager, Jane Leese brings 15 years of recruitment expertise to Permanently Off to Work

about Jane....

After graduating with a biochemistry degree from the University of London, and deciding not to take up a career as a scientist, it seemed a natural move for me to go into Madame Tussaud's!

I worked as the Exhibition Co-ordinator juggling the rota's of over 100 people each day before joining Shakespeare's Globe as the Exhibition Resources Manager. I was heavily involved in recruiting, implementing HR procedures, managing the day to day operation of the exhibition, tours and representing the venue for all event and corporative hospitality hire.

Combining the resources and sales experience lead me into recruitment where I have enjoyed developing relationships with clients and candidates to support their recruitment and career requirements for over ten years.

In that time I have recruited junior members of staff through to senior board level appointments for many businesses such as Diageo, Associated British Foods, De Vere Hotels, Pizza Express and La Gavroche.

I am delighted to bring my industry knowledge along with my recruitment expertise to Permanently Off to Work.

"I have known Jane for several years, she is always highly professional and a pleasure to work with, providing a level of communication, advice and support which is at the top end of her profession."

Visa International

Experience

Specialising in hospitality, catering and leisure Off to Work will help you find the best candidate for your vacancy.

Positions we have supplied:

- Party planner for an award winning event caterer
- Operations manager for a grade A listed venue
- Food and Beverage manager for a high street cafe
- Head chef in a busy corporate cafe
- Highly skilled baristas in corporate hospitality
- Events co-ordinator for an event production company



Established in 2000 Off to Work now has offices in London, Manchester and Birmingham and a network of clients across the country.

We develop partnerships with our clients and tailor our candidates to the specific roles.

Face to face interviews with our candidates ensure we match the personality as well as the experience required, for a particular role

“We have sourced two Operations Managers via Off to Work, both very successfully. The difference between Off to Work and other agents I have used is that they do all of the initial legwork, meeting the candidates and sending through a shortlist of only those who are capable of performing the role. I would definitely use them again for any similar appointments.”

The HAC

Staff support we provide

Permanent • Casual • Contract

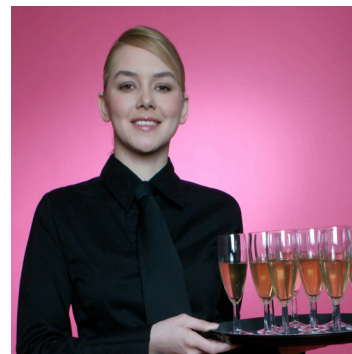
Our casual and contract divisions provide us with a unique database of experienced individuals.

We are often able to fill positions with immediate affect through a network created of experienced event hospitality people who have a passion for the industry.

Roles we supply....

Front of House Team

- Administation Staff
- Baristas
- Bar managers
- Butlers
- Corporate Cafe Supervisors
- Cocktail Bar Staff
- Event Catering Managers
- Event Catering Supervisors
- Event Catering Team Leaders
- Event Managers
- Flair Cocktail Bartenders
- Food Service Assistants
- Guest Service Assistants
- Hosts/Hostesses
- Mixologists
- Party Planners
- Receptionists
- Waiting Staff



Back of House Team

- Back of House Managers
- Commis Chefs
- Chef de Parties
- Event Porters
- Head Chefs
- Kitchen Porters
- Kitchen Hands
- Sous Chefs



Terms and Conditions

Terms & Conditions of business for the introduction of permanent staff by Offtework, a subsidiary of Navolio Limited.

For the purpose of these terms & conditions, Offtework will be referred to as the company. The phrasing “the employer” shall refer to any individual, business, firm or company who employs any applicant(s) introduced by the company. The phrasing “employee” shall refer to applicants introduced to the employer by the company and engaged for employment and subsequently paid by the employer. The phrasing “annual salary” refers to the total gross emolument payable by the employer to the employee in their first year of employment.

1. Should the employer or any of its related or associated companies or businesses engage an employee for employment in any capacity after introduction by the company, a fee shall be paid by the employer to the company in accordance with the following scale:

A sum equal to 12.5%-17.5% of first year’s annual salary.

2. Please note that the above salary ranges are quoted as sterling and any other currencies will be converted to the relevant officially listed rate on the day of the invoice.

3. The said fee shall be due to the company within fourteen days upon the employee commencing employment with the employer at any time after introduction by the company. The guarantee set out in clause 5 below will only be available to the employer if all fees due to the company have been discharged in full. The company reserve the right to charge interest on all overdue fees at the rate of 1.5% per month or part thereof on all overdue amounts both before and after judgement.

4. Should an employee employed on a permanent contract leave the employment of the employer within Twelve weeks of commencing employment, the company will persevere to replace the employee with an acceptable substitute free of charge. As an alternative the company will provide a fee refund as follows:

Period of Employment Applicable Refund

Up to Four Weeks 100%

Up to Eight Weeks 50%

Up to Twelve Weeks 25%

Twelve Weeks and over 0%

5. Any application for refund by an employer should be made in writing to the company within fourteen days of the date of termination of employment. In absence of such an application being received by the company within the stated period of fourteen days, no refund shall be given. The employer should notify the company immediately of an employee terminating it's employment within 12 weeks of commencing employment, such notice to be given not later than 7 days after the employee leaves.

6. Any introduction by the company to the employer shall imply acceptance by the employer of these terms & conditions.



Contacts

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