

Roles we recruit for

Our team of office professional recruitment specialists cater for every skill set to support your business' current and future objectives.

The roles we typically recruit for include:

- ✓ EAs, PAs and secretarial
- ✓ Office management and support
- ✓ Finance, payroll and procurement
- ✓ Sales and marketing
- ✓ Human resources
- ✓ Customer service

Office professional recruitment experts

At Office Angels, we know that losing just one employee to sickness can have significant effects on your whole team. Whether you need quick-fire cover for unexpected absence or talent for the long term, we'll find the right people – with the right capabilities and cultural fit – to help your business achieve its goals.

Work with our qualified recruitment consultants and you'll have access to:

- ✓ Candidates matched to your business needs and culture
- ✓ Face-to-face competency behavioural interviewing
- ✓ Comprehensive candidate testing and benchmarking
- ✓ A local service with a national footprint Local market
- ✓ knowledge and expertise
- ✓ Current trends and salary analysis
- ✓ Legislative updates and guidance

IN SICKNESS AND IN HEALTH

Dealing with absence from every angle



For more information, get in touch with your local Office Angels

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ABSENTEEISM IS ALIVE & WELL IN BRITISH BUSINESS.



The Office for National Statistics reports 131 million days sacrificed to illness in the UK in 2013.

But our latest research of over 1000 office professionals reports that, while a small number of workers sneak sickies, the majority feel pressured to show up to work even when poorly, with potentially damaging effects to their wellbeing, and the whole team's productivity and morale.

It's time for businesses to take a healthier view of absence.

Get back to basics

+

Be prepared for absence

+

Build a fair, feel good workplace

+

Help your healthy workers

Keep track of time off.

Return to work interviews, compassionate leave policies and disciplinary procedures for excessive absence help you take stock - and control - of employee absence.

Empower line managers.

Train line managers on your absence policies and procedures, but keep things flexible. Giving managers a say in sick leave management builds a more supportive culture all round.

Trust your team.

Our research showed most staff work even when at home ill. Encouraging employees to recover fully and helping to manage workload on their return both boosts loyalty and lowers overall absenteeism.

Plan ahead.

Allowing workers to get well at home stops the spread of germs - and the negative knock-on effects to team morale and performance. But it only works if you lay the groundwork first.

Share the load.

Before illness strikes, make workloads visible, create a buddy system of shared responsibilities and identify successors for sick colleagues, ready to pick up on pressing deadlines.

Ease back-to-work pressure.

Smooth colleagues' return to work by shifting delivery dates where possible and helping younger employees with prioritisation and time management.

Set clear, consistent policies.

Make your absence policies accessible and easy to understand, training managers to explain the finer points and enforce them fairly - with the same rules for everyone.

Encourage wellness.

Subsidised gym memberships, healthy snacks, a lunchtime walking club...caring for your workers' wellbeing keeps them focused, fit and feeling valued.

Show your softer side.

Counselling services and employee assistance programmes guide staff through life's challenges - from bereavement to buying a house - to help keep your team and attendance figures on track.

Don't forget the well ones.

Dealing with someone else's workload and unexpected deadlines can deeply affect morale and motivation, so show support for workers left to pick up the slack.

Set clear priorities.

When redistributing workloads, brief remaining staff fully on their new objectives and timelines, explaining where new tasks sit within their existing to-do lists.

Say thank you.

If someone's going the extra mile to cover for a colleague, show your appreciation with a sincere thank you, a small gift, an afternoon off or simply by pitching in to get the job done.

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A healthier, happier team & a more profitable approach to absence management

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