



Proactive **Recruitment** Solutions

An introduction
to
Orbis Recruitment
‘General Insurance Division’

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Proactive Recruitment Solutions

ABOUT US

Orbis Recruitment is a highly established Recruitment Consultancy, offering bespoke recruitment solutions from our office in.

Our experience of proactive recruitment methods dates back to 1990 and our constant involvement in high quality recruitment projects, across our key areas of expertise, has formed the basis of our excellent reputation. Quality is the primary focus of our business, which has reached a level of maturity whereby the vast majority of firms within our chosen business areas have both a need and desire to engage our services.

Financial Services, and General Insurance are the principal areas covered. However rather than proclaiming to offer expertise throughout these broad ranging disciplines, we have cultivated our business through the targeting of niche areas within. Unlike the majority of our competitors our recruitment policy ensures all of our dedicated consultants have previous experience in general insurance recruitment or within their specified sector of the industry.

Ultimately our promise to all clients is to provide them with the best possible candidates, as opposed to the best available. Whilst at first glance this appears a very subtle difference, our clients would testify that the difference in quality is usually considerable. This promise is predominantly achieved through proactive recruitment methods, yet our success is also high where database search and advertising response are utilised in conjunction. We have an understanding with all clients, that the key aspect is the end result of the recruitment process. It is left to us, as experts in our field, to implement a robust and unique plan to attain this end result.

Whether our clients require a Search or a more routine Contingency based service, our commitment to be proactive remains the cornerstone of our service.

Our superior candidate connections are equally as important as our client relationships. We offer a truly consultative approach, both to those actively seeking employment and even more commonly, those open minded to their career. We benefit from a very desirable spiral effect, where increasingly high calibre candidates become clients and vice versa, providing us with opportunities to work with high calibre organisations and career opportunities moving forward.

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THE ORBIS APPROACH

We aim to work with each individual organisation, tailoring our service to meet your exact needs and providing the most beneficial recruitment process for your situation.

In today's highly competitive market it is imperative that your organisation recruits the right individuals, with the appropriate knowledge, experience and communication skills. Every firm will have differing needs and we strive to establish a thorough understanding of your particular business requirements, team structure, profile and culture. Knowledge of strengths and weaknesses within a team can help us ensure that we bridge any gaps in the skill base.

In respect of candidate screening, we undertake to interview candidates in person wherever possible. Wherever this is not possible as general practice, we would allocate a greater period of interview time for telephone screening than face to face in order to compensate for a lack of meeting.

Unlike many of our competitors, our Consultants are sufficiently experienced in their niche market sectors to provide genuine added value in terms of guidance, advice and market information to assist you in the recruitment planning aspects of developing your business. We employ consultants specialising in the following areas: General Insurance and Financial Services.

Unlike the majority of our competitors, our Consultants are targeted purely on results and the focus is quality rather than quantity. Our policy and our commitment to our applicants is that we will not blanket mailshot or e-shot CVs speculatively. You will not be inundated with inappropriate details and you can be assured that every applicant received will have given their express position for us to approach you and will have been fully briefed about your company and the specific job role.

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METHODS OF APPLICANT SOURCING

Orbis Recruitment have been established for fifteen years and enjoy an excellent reputation within the market place, successfully recruiting for some of the industry's most respected organisations. To ensure that we present the highest calibre and most relevant individuals when working on an assignment for a firm, we source applicants in a variety of manners. The majority of our applicants are generated via headhunting or referrals ensuring a high calibre of individual who often register exclusively with Orbis.

Headhunting

We operate in a highly privileged position, having gathered a wealth of knowledge about our specific field, which allows us to only target the most relevant and capable individuals in a particularly efficient and effective manner, providing our client with an accurate shortlist within the shortest time possible. This is a highly successful method of targeting appropriate applicants. We deploy people to undertake market research with the aim of identifying relevant individuals. Headhunting is an extremely effective way of attracting quality individuals from competitor firms whilst preserving anonymity of all parties. We have successfully completed numerous retained search assignments within the market for all type of positions. We are well connected with senior management professionals, within industry, management consultancies and the regulatory bodies, allowing us access to high profile individuals who may be open-minded about a career move, however not actively on the market.

Referral

Being introduced to applicants through referrals is our most usual and preferred method of introduction, as it not only demonstrates that we are well regarded by both clients and applicants, but also provides us with an initial gauge of their reputation in the sector. Recommendation and reputation are the corner stones of our business and therefore the majority of our candidates and our vacant roles develop through this avenue.

Database

Having been established for over fifteen years, our database of information is extensive and includes not only individuals looking for immediate assistance with their careers but also those looking for a very particular type of role. We endeavour to maintain relations with individuals for the long term, which means that when the right opportunity arises, we can ensure that the best applicant can be recommended to a firm. The extent and quality of our database ordinarily means that we can present a recruitment solution to a very high standard and exceptionally quickly. Unlike the majority of our competitors, even when working on contingency based assignments we would never restrict our sourcing for a position to a database search only.

Advertising/Website

This is a method of attracting candidates who would otherwise be unreachable by headhunting or referral, for example potential relocators to a region or people returning to work. We have a regular presence in relevant trade websites. Should an organisation wish to work in conjunction with us in placing a specific advertisement, then we are able to negotiate competitive rates due to the bulk purchasing power of our media agent.

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POSITIONS WE RECRUIT FOR

- **Claims**
- **Broking**
- **Underwriting**
- **Compliance**
- **Actuarial**
- **Accountancy**
- **I.T.**
- **Administration Support**
- **Secretarial**

WHAT CAN WE OFFER?

Contingency Search

We will work proactively to fill the vacancy by undertaking both industry and referral searches. We will provide you with applicants as soon as their details are available. Whilst this method has proved to be extremely successful in certain circumstances it does not guarantee a result within a set timescale. In terms of remuneration the fee is payable on the commencement of employment.

Retained Assignment, Executive Search

We will meet you personally to gain a thorough understanding of your company and the role you are recruiting for. Time frames are initially established (you inform us when you need your new recruit(s) to start and we will work towards this). Secondly we provide you with a shortlist of appropriate applicants (all short listed applicants will have been interviewed to ensure suitability for the post). Interviews are then arranged accordingly. During this entire process we will work in partnership with you to ensure that the process of recruitment will be streamlined and efficient. The key benefit to this form of recruitment is the considerable time saved, in terms of CV selection, response handling and initial interviews.

The recruitment fee is split into two: the first installment on engagement and final installment on start date.

This is a highly successful method of targeting appropriate applicants. We deploy people to undertake market research with the aim of identifying relevant individuals. Headhunting is an extremely effective way of attracting quality individuals from competitor firms whilst preserving anonymity of all parties. One of the key benefits in this form of sourcing is retaining us solely for the duration of the assignment. Sourcing activity has been paid for in advance therefore our time is allocated specifically for your role.

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ADDITIONAL SERVICES

As an organisation we aim to work in Partnership with our clients tailoring our service to meet your exact needs and providing the most beneficial recruitment process for your situation.

Salary Surveys

We are able to provide a bespoke salary survey covering your chosen job titles and geographic locations.

Referencing

This would be a bespoke service we may offer depending on client requirements.

Advertising

Orbis Recruitment can work in conjunction with you in placing a specific advertisement in trade press or other media; we are able to negotiate competitive rates due to the bulk purchasing power of our media agent.