

# bilingual recruitment ltd

Temporary, Contract & Permanent  
Multilingual Recruitment Services Since 1986



‘Where the language matters’



- Translation & Proofreading
- Market Research
- Media & PR
- Support & Customer Service
- Sales & Marketing
- Legal
- HR & Recruitment
- IT
- Executive & Management
- Accountancy & Finance

## Our Mission

*“To set the standard of service quality and excellence, by building partnerships which enhance growth, value & opportunities for continued success”*



# Permanent/Contract Recruitment

Bilingual Recruitment can provide you not only with temporary but contract and permanent bilingual staff. With over 20 years of presence in the market, Bilingual Recruitment has substantial experience in meeting the specific bilingual requirements for a variety of sectors. We have an enviable reputation for providing a totally customer focused service, with the ability to offer unique recruitment solutions.

Our recruitment process is very thorough and detailed and we can assure you that we always send you "only quality" candidates. We have continued to expand and now have an enviable reputation for providing some of the most innovative recruitment solutions in the industry. We pride ourselves on the number of superb multilingual jobs in London we are able to provide our candidates. Geographically, our core area of business is London and the South East of England; however we also handle recruitment assignments for clients elsewhere in the UK.

## Our Team

We consider recruitment as a career and not a sales job; our staff prides themselves in offering a professional recruitment service to all our clients and candidates alike. For a broader perspective of Bilingual Recruitment we recommend a visit to our website.

[www.bilingualrecruitment.co.uk](http://www.bilingualrecruitment.co.uk)

Call us on  
**020 7731 3339**

or email  
[info@bilingualrecruitment.co.uk](mailto:info@bilingualrecruitment.co.uk)



[www.bilingualrecruitment.co.uk](http://www.bilingualrecruitment.co.uk)



# Bilingual Recruitment

Founded in 1986, Bilingual Recruitment is a leading specialist multilingual recruitment agency. We specialise in recruiting for temporary, contract and permanent language jobs. Our internationally renowned team is really passionate about spreading the words of languages - we are all multilingual and with over 20 years experience in the language arena we do have something special to talk about! So let our enthusiasm for International Language Recruitment help drive your business to the extreme!

At Bilingual Recruitment, we have seen our clients demand increasingly higher levels of multilingual personnel across all industries e.g: Translation & proofreading, Sales & Marketing, Secretarial, Admin & PA, Customer Services, Accountancy & Finance, Legal, IT, Media & PR, Management & Executive and HR & Recruitment.

Our philosophy is to spend as much time as necessary with both clients and candidates to fully understand their individual needs and ensure that we find the right bilingual job matches for everyone. Our highly trained and experienced consultants are always available to meet with clients to discuss their multilingual recruitment needs and we carry out in-depth interviews and assessments with candidates to help facilitate the recruitment process.

We aim to provide the best service for candidates and clients alike and our confidentiality and integrity is always guaranteed.

## Tailor-made Service

The dedication and knowledge of our recruitment consultants have, without doubt, made Bilingual Recruitment the preferred supplier for many leading international companies in UK. Our in-house procedures, recruitment processes and personal commitment ensure that we find the right person or team; quickly, efficiently and successfully.

## Value for Money

Bilingual Recruitment services are among the most competitively priced in our industry. We operate an exclusive “no cure-no pay” policy, with no retainer fees and/or pre-payments required, thereby offering premium services with “on time, on budget” delivery. Bilingual Recruitment will not bind a client to an exclusivity contract or demand preferred supplier status. Bilingual Recruitment offers clients maximum flexibility for maximum results.



**bilingual  
recruitment ltd**  
Temporary, Contract & Permanent  
Multilingual Recruitment Services Since 1986

# Our Focus

The keystone to our approach is our focus on people. This focus is resolute and begins at home; we recruit and develop talent in our company in the same way we would do in yours. This focus allows us to provide customers with a total recruitment and contracting solution across discipline, level, location and requirement, combining a fresh approach with tried and tested business principles.

Bilingual Recruitment consultants combine both recruitment and industry expertise to provide our clients with cost effective and knowledge based solutions for positions ranging from junior through to board level appointments that encompass, amongst others, the following professional categories:

- Translation & Proofreading
- Market Research
- Media & PR
- Support & Customer Service
- Sales & Marketing
- Legal
- HR & Recruitment
- IT
- Executive & Management
- Accountancy & Finance

## Client Services

It is important that we work together with clients to build a partnership and through this relationship, together with our sophisticated search and selection techniques; we are able to react effectively to requirements. We also offer clients consultative solutions, information and ongoing advice that keep them a step ahead.



## Client Care

By finding the best candidates for your business, we can save you a huge amount of both time and energy. Bilingual Recruitment has been in the recruitment business for many years and has built up a wealth of experience which we are always looking to refine. We know you need staff with the right skill set, but you want the right personality and that hard-to-define cultural fit too.

Our service offers the speed and professionalism you require. It's a service built on partnership – quality, consultative and always timely advice. That's why so many of our clients make sure we're their first port of call whenever they've got a recruitment need. They know we deliver.

- Access to some of the best candidates in the UK
- Highly experienced recruitment consultants
- Detailed competency-based interviewing
- Excellent service
- Available 24/7
- Short notice (up to 1 hour)
- Quality assurance
- Competitive rates

## Candidate Sourcing

Candidate care lies at the heart of the Bilingual Recruitment brand, enabling us to attract the highest caliber of candidates in the market. Whilst referrals remain our main source of new candidates, we also attract through a variety of innovative methods including:

- Advertising Website / Job boards
- Recruitment fairs
- Career evenings
- Open days

## Candidate Screening

Our screening and assessment techniques are designed to guarantee the validity of a candidate's skills and experience. Our process includes:

- Competency Based Interviewing
- Spelling test
- Skills assessments on our bespoke system – Prove it!
- Documented legal requirements including Immigration and Asylum
- Referencing for all temporary staff

# Temporary Recruitment

## Reduce your staffing overheads

We are a specialist provider of a fully experienced linguist staff over 20 years who is backed by our experienced recruitment team. They have a good knowledge of the mark up tools, Trados, familiar with Adobe documents and accounting software (including Sage, QuickBooks and MYOB)

Our candidates can work in the client's premises or from home on a one-on-one or a regular basis that can be daily, weekly or monthly.

We can provide you with the following services on a temporary basis:

- Proofreaders and editors
- Translators
- Market researchers and telephone interviewers
- Sales staff
- Admin staff
- PR & Media staff
- Project coordinators and managers
- Accountants, bookkeepers & credit controllers

Our clients have found the following benefits and strategic advantage from working with us:

- Flexible hours/days of working
- Work carried out by an allocated staff
- No employer's NI – a saving of 12.8%
- No sickness pay
- No holiday pay
- No employment contract
- Continuous support
- No worries of employee leaving work



**'Helping your business run fluently'**

Planning • Efficiency • Retention • Growth

**'Bilingual Recruitment your Babel of languages'**

[www.bilingualrecruitment.co.uk](http://www.bilingualrecruitment.co.uk)

1st Floor, 17 Harwood Road, Fulham, London SW6 4QP

**Tel:** 020 7731 3339 **Fax:** 020 7371 5550 **Email:** [info@bilingualrecruitment.co.uk](mailto:info@bilingualrecruitment.co.uk)



