

Case study

Strong Administrator with PM Skills



Overview

Five Four is a UK based European critical power systems contractor offering a total solution for power distribution installations. Started by MD Sam Cox 3 years earlier the company was going through a period of phenomenal growth and recognised the need to recruit a new team member that could support them in that growth. Five Four approached Ten2Two to help them find that person.



Challenge: finding the right person for a business operations administrator role

Five Four identified the need for a very capable administrator to join the team to take on the challenge of organising operational processes. They were looking for someone proactive and empathetic with strong administrative and project management skills – as well as an ability to take on whatever comes next.



Solution: finding skills exceeding expectation

We helped Five Four define the job description – assessing which tasks were vital for the role and which were only nice to have. It was agreed that the role could be met by someone working part time 5 hours per day, 5 days a week – with a growth plan in mind if the workload merited it.

We were very quickly able to identify suitable candidates for the role and assisted Five Four through the process of selection and interview.

Finance Manager, Ali Blackwood said “Louise made the process so easy for us – giving us a detailed overview of each candidate and how they matched the job description, which made our job so much faster”

“We are extremely happy with our chosen candidate, who has already exceeded our expectations and is achieving amazing results. The selected person fits with our ethos perfectly and is willing to take on any challenge.”

Ten2Two have been delighted to work with Five Four and are very pleased that we found an ideal candidate for them.

Find out more about Five Four at <https://fivefourservices.co.uk>

Ten2Two Tips

Successful recruitment when business is growing

When senior managers are very busy, using an agency is a win win.

1

Using the right agency saves time and money, leaving you free to get on with your busy roles.

2

We can help you develop the job description - making sure you include all the essential tasks to match against candidates

3

Recruit for the future - part-time hours will give you room for expanding the team when the time is right.

“I strongly recommend Ten2Two – Louise helped us through every stage of the process so we could get on with our very busy roles. Making this role part time is a cost-effective way of meeting our current needs and gives us the opportunity to expand the team in the future”

Ali Blackwood, Finance Manager

We help businesses find talented part-time professionals to cost-effectively grow and improve their business.

Find out more:

T: 01252 856 862 E: louise@ten2two.org www.ten2two.org

