



The University of Edinburgh

Careers Service



Survey of Recruitment Agencies in Edinburgh 2007



expanding horizons

www.careers.ed.ac.uk

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Introduction

This survey brings together information on recruitment agencies based in, or with branches in, Edinburgh and the Lothians to help students and recent graduates make efficient use of the services offered by these agencies.

A questionnaire was sent to 221 agencies listed in **Yell.com** or in the Recruitment and Employment Confederation's database of members. This report is based on the responses we received.

In the first section you can find the agencies listed by sector covered, by preferred degree discipline, where stated, and by availability of temporary or vacation opportunities (this is also indicated in individual entries by a T/V beside the agency name).

Following this are the details provided by each agency which completed the survey, listed in alphabetical order of agency name.

Some agencies preferred not to be included because the opportunities they offer are only suitable for more experienced candidates, and these are listed at the end of the report. Some agencies had gone out of business, moved out of the area, merged with another agency or changed name. Those agencies which did not respond are also listed.

Use of recruitment agencies

Agencies can be a valuable source of work experience through temporary or vacation work or casual work, and are sometimes the only place certain jobs are advertised. They are particularly widely used by certain industry sectors (and very rarely used by others). Some large companies outsource graduate recruitment to agencies and some may use agencies to pre-select their candidates. Particular agencies may have strong links with particular employers and may advertise jobs which, even if they are not at graduate level, can provide a stepping-stone into these organisations.

Researching your areas of interest will help you to focus your job-seeking strategy. Careers Service staff are happy to discuss this with you.

It is advisable to register with more than one agency (three or four is probably a useful number), and to develop a good relationship with your consultants by maintaining regular contact. As the agencies are working for their client, the employer, you should aim to make a good impression in all your dealings with them.

An agency should **not** charge you for matching you with employers (although some may charge for extra, optional, services). You should not be pressurised into changing your CV against your wishes, or accepting a job which is not what you want.

You may wish to be wary if an agency intends to make your personal details available online. Ask about their privacy policy and who will be able to see your details.

Many agencies are members of the Recruitment and Employment Confederation and should follow its Code of Good Recruitment Practice (www.rec.co.uk). Its Professional Standards Department deals with complaints against its members.

If you have a complaint regarding a non-member agency you may wish to contact the Employment Agency Standards Inspectorate at the Department of Trade and Industry (www.dti.gov.uk/employment/employment-agencies).

Further resources available from the Careers Service

Our **SAGE** (Student and Graduate Employment) database is updated daily with details of graduate vacancies, vacation and semester opportunities, and casual work, in Edinburgh and elsewhere. Its archive can be searched by location and type of job and is a great way to identify potential employers who may not have current vacancies. You can access this via the Careers Service website at www.careers.ed.ac.uk/SAGE/Index.htm.

Our website also gives lots of advice on job hunting and links to many other useful sources of vacancies, besides offering resources which can help you target employers for speculative applications. Start by looking at the job-hunting section (www.careers.ed.ac.uk/STUDENTS/Job-hunting), and follow it through to Looking For Work In Edinburgh (www.careers.ed.ac.uk/STUDENTS/Job-hunting/edinburgh.html). This information is also available as a leaflet in our Information Centres.

For help with making applications consult our series of *Effective Applications* booklets, which features sample CVs and covering letters, and which can be viewed on our website or collected from our Information Centres. Careers Advisers are happy to give feedback on CVs during the drop-in sessions, and the times for these are given on the website.

You can get further information and advice on finding vacancies by speaking to Careers Service staff.

The Careers Service aims to be accessible to all users and this survey can be provided in alternative formats. Please contact 0131 650 4670 or email careers@ed.ac.uk.

Whilst every care has been taken in the compilation of this survey, the Careers Service cannot accept responsibility for any inaccuracies, errors or omissions in the information provided by the agencies.

University of Edinburgh Careers Service
July 2007

University of Edinburgh Careers Service policy on Recruitment/Employment Agencies

The Careers Service deals with private agencies representing employers where:

- an employer has commissioned the agency to act on its behalf and the agency states which employer it represents, provides information about, and selects only for, the named employer
- the Careers Service is satisfied that such representation is in the interests of students and of the University.

We accept and advertise vacancies on SAGE database (Student and Graduate Employment @ the Careers Service www.careers.ed.ac.uk/SAGE) where the employer is declared by the agency and named in the vacancy entry. This ensures students are able to make informed applications and career decisions.

The same principles are applied to the many commercial organisations offering agency-type services on the Internet. These do not normally receive publicity through the Careers Service, have links on our website or participate in Careers Fairs or other Careers Service activities.

Both traditional and on-line recruitment agencies derive their income from fees paid by the employer and your best interest as a job-seeker may not be their prime consideration; they are working first and foremost for the prospective employer. In most cases they are not able to offer you the impartial and independent guidance and help that is available from the Careers Service. The regulatory regime for agencies, especially on the internet, is not strict and standards vary.

As a matter of principle the Careers Service does **not** endorse or support any particular commercial agency. We produce a biennial survey of recruitment agencies in Edinburgh and link to, or hold hard copies of, similar surveys for other areas where possible.

The Careers Service is available to offer you impartial guidance, information and practical help throughout your time at the University and for up to two years after graduation.

Lynda Ali
Director
July 2007

Agencies by sector

Accountancy

Accountancy Additions, ASA International, Change CRS/Resource Group, Crossmatch Recruitment, Cullen Recruitment, Eden Scott, Hays Accountancy & Finance, HR Consultancy, Jean McGhee Recruitment, Margaret Hodge Recruitment, PRG, Ramsay Consulting, Reed Graduates, Robert Half International

Administration / Clerical / Secretarial / Commercial

ASA International, ASAP Recruitment, Change CRS/Resource Group, City Appointments, Drake International, Eden Scott, Edinburgh Staff Bureau, Hays Office Support, Macploy, Margaret Hodge Recruitment, Northern Recruitment Group, Office Personnel, Pertemps Recruitment, Poolia, Reed Employment, Richardson Recruitment, Robert Half International

Advertising

Concept Personnel

Charities

Cuthbert Recruitment, Hays Office Support

Construction / Property / Surveying

AndersElite, Antal International Network, ASA International, Construction & Property Recruitment, Cuthbert Recruitment, Eden Scott, HR Consultancy, Jarvis King, McGinley Recruitment Services, Mayburn Design, Now Recruitment, Poolia, Richardson Recruitment, Soul Recruitment, Travail Employment Group

Contact Centres

ASA International, Change CRS / Resource Group, European Resources

Distribution / Warehouse

NAS Recruitment Services, Travail Employment Group

Driving

ASAP Recruitment, NAS Recruitment Services, Travail Employment Group

Energy / Utilities

Abbott Risk Consulting, Eden Scott, Jarvis King, Technology Project Services

Environmental

Abbott Risk Consulting, W5 Recruitment

Finance / Insurance / Banking

Accountancy Additions, ASA International, Badenoch & Clark, Change CRS / Resource Group, Core-Asset Consulting, HR Consultancy, Keillar Resourcing, Poolia, PRG, Qualitas People Solutions, Pertemps Recruitment, Reed Employment, Reed Insurance, Robert Half International, Stafffinders

Food production

DR Hewitt, KPI Recruitment

Healthcare and social care

ASA International, Beresford Blake Thomas, BNA, Castle Care Recruitment, Family Circle Care,

Hospitality

Chess Partnership, Drake International, Qualitas People Solutions, Stafffinders

Housing

Badenoch & Clark

Human Resources

ASA International, City Appointments, Eden Scott, Escape Recruitment Services, European Resources. For recruitment consultant roles within the agency: Construction and Property Recruitment, Hays Insurance & Financial Services, Integrated Healthcare Solutions

Industrial / Manufacturing

ASA International, ASAP Recruitment, DR Hewitt, Eden Scott, Escape Recruitment Services, Margaret Hodge Recruitment

IT / Telecommunications

Abrecco, Allegis Group, AndersElite, Computer Futures Solutions, Computer People, Cyberteam Resource Management, Hays IT, Jarvis King, Peoplebase Recruitment Solutions, Soul Recruitment, Spring Technology Staffing Services

Legal

Badenoch & Clark, Cuthbert Recruitment, Edinburgh Staff Bureau, Macploy Recruitment, Montgomerie Anderson Legal Recruitment, PRG, Qualitas People Solutions, Ramsay Consulting, Stafffinders

Life sciences

Eden Scott, Margaret Hodge Recruitment

Pharmaceutical

CW Recruitment, DR Hewitt, Integrated Healthcare Solutions

Sales & marketing

ASA International, CHASE Recruitment, Choice Consultants, City Appointments, Concept Personnel, Eden Scott, European Resources, HR Consultancy, Integrated Healthcare Solutions, Office Personnel, Qualitas People Solutions

All sectors

Graduates For Growth, Reed Graduates, Richardson Recruitment

Vacation / Temporary

Accountancy Additions, Antal International, Badenoch & Clark, Beresford Blake Thomas, BNA, Castle Care Recruitment, Change CRS / Resource Group, Chefs on the Run, City Appointments, Drake International, Driver Hire, Hays Accountancy & Finance, Hays Office Support, Jean McGhee Recruitment, Macploy Recruitment, Margaret Hodge Recruitment, NAS Recruitment Services, Northern Recruitment Group, Pertemps Recruitment, Poolia, Reed Employment Contracts, Reed Hospitality, Richardson Recruitment, Stafffinders, Travail Employment

Agencies by preferred disciplines

Any discipline

ASA International, Choice Consultants, City Appointments, Graduates For Growth, Hays Office Support, Jean McGhee Recruitment, Reed Employment / Contracts, Reed Graduates

Any scientific discipline

Abbott Risk Consulting, DR Hewitt

Accountancy / finance / business

Accountancy Additions, Badenoch & Clark, Chase Recruitment, Core-Asset Consulting, Cullen Recruitment, CW Recruitment Specialists, Hays Accountancy and Finance, Integrated Health Care Solutions, Keillar Resourcing, Margaret Hodge, Office Personnel, Poolia, PRG, Ramsay Consulting, Reed Insurance, Soul Recruitment

Biotechnology

CW Recruitment Specialists

Chemistry

Chase Recruitment, CW Recruitment Specialists

Construction / surveying

AndersElite, Now Recruitment, Construction & Property Recruitment

Engineering

Abbott Risk Consulting, AndersElite, Antal International Network, Computer People, Construction & Property Recruitment, CW Recruitment Specialists, Jarvis King Associates, Mayburn Design, Now Recruitment, Qualitas People Solutions, Stepstone, Technology Project Services, W5 Recruitment

Environmental

W5 Recruitment

Food safety / food science

KPI Recruitment

IT related

Abrecco, Allegis Group, AndersElite, Computer Futures Solutions, Computer People, Cyberteam Resource Management, Peoplebase Recruitment Solutions, Soul Recruitment, Spring Technology Staffing Services, Stepstone

Languages

European Resources, PRG

Law

Cuthbert Recruitment, Montgomerie Anderson Legal Recruitment, Office Personnel, Qualitas People Solutions, Ramsay Consulting

Life sciences

Chase Recruitment, Integrated Healthcare Solutions, Margaret Hodge Recruitment

Marketing

Chase Recruitment, Concept Personnel, Office Personnel

Mathematics

Computer People, Core-Asset Consulting, Cullen Recruitment, Cyberteam Resource Management, Hays Accountancy and Finance, Poolia

Microbiology

KPI International

Nursing

BNA, Castle Care Recruitment, Family Circle Care

Pharmaceutical studies

CW Recruitment Specialists

Physics

Computer People, Cyberteam Resource Management

Physiotherapy

Chase Recruitment

Psychology

Chase Recruitment

Social work

Beresford Blake Thomas

Sports science

Chase Recruitment

Abbott Risk Consulting (ARC) Recruitment Group



11 Albyn Place
Edinburgh
EH2 4NG



0131 220 0164



recruit@consultarc.com



www.consultarc.com

Contact method:	Email
Main sector:	Nuclear power
Other sectors:	Defence, rail, oil, gas & process, aviation, environmental
Vacancies for new graduates:	Always
Types of vacancy:	Safety engineer / consultant, risk engineer / consultant, human factors engineer / consultant, environmental engineer / consultant
Preferred discipline:	Engineering (mechanical, electrical, chemical, electronic, process, civil), mathematics, physics, environmental
Hiring process:	We ask to see copies of certificates and when possible will ask a candidate to meet us for an informal 'chat'
Additional information:	In business for 5 years. Recruits for Halcrow, BP, Network Rail, Lloyds, NHS Scotland, Bowleven, Weir Group, Wood Group, Rolland Construction, BMT Cordah, MOD, WSP Group.

Abrecco



45A George Street
Edinburgh
EH2 2HT



0131 226 7331



resume@abrecco.com



www.abrecco.com

Contact method:	Email followed by telephone call
Main sector:	IT
Vacancies for new graduates:	Often
Types of vacancy:	Generally at junior, entry level e.g. junior business analyst, junior developer, help desk
Preferred discipline:	Degree with an element of IT required, not necessarily full computer science course. Masters and PhDs especially in mathematical research, statistical research and analysis & physics are particularly welcome
Hiring process:	Depends on employers' requirements. Could include producing copy of qualifications and some form of test
Additional information:	In business for 6 years. Recruits for B SkyB and JPMorgan.

Accountancy Additions

T/V



2nd Floor
80 George Street
Edinburgh, EH2 3BU



0131 243 2950



brookeclark@accountancyadditions.com (or refer to website)



www.accountancyadditions.com

Contact method:	Email, telephone, in person or via website
Main sector:	Accountancy, junior to part-qualified level
Vacancies for new graduates:	Often
Types of vacancy:	Within the accountancy / finance field
Preferred discipline:	Accountancy, finance
Hiring process:	Send CV. This is followed by a registration interview
Additional information:	In business for over 2 years. Recruits for HBOS, RBS, Kwik Fit, Abbey, Standard Life, Scottish Power and more.

Allegis Group



14 Links Place
Edinburgh
EH6 7EZ



0131 554 2345



edinburgh@allegisgroup.co.uk



www.allegisgroup.co.uk

Contact method:	Email
Main sector:	IT and communications, particularly infrastructure and software development
Other sectors:	Voice services
Vacancies for new graduates:	Occasionally
Types of vacancy:	Trainee software development engineer, 1st line support technician
Preferred discipline:	Software development, information systems, application development
Hiring process:	Two references required, possible technical tests using Brainbench
Additional information:	In business for 23 years. Recruits for public sector organisations such as the NHS across Scotland.



Napier House
27 Thistle Street
Edinburgh EH2 1DY



0131 240 2300



edinburgh@anderselite.com



www.anderselite.com

Contact method:

Telephone or email

Main sector:

Built environment and IT

Other sectors:

Construction, consulting engineering, property, rail

Vacancies for new graduates:

Often

Types of vacancy:

Quantity surveyors, assistant project managers, graduate programmers, helpdesk support, architects, building surveyors, consulting engineers, CAD staff

Preferred discipline:

Any relating to construction, consulting engineering, property or IT

Hiring process:

Submit CV, face to face interview, references, ID and qualifications checked. Career aspirations will then be discussed

Additional information:

In business for 24 years. Recruits for all major employers in sectors specified. Also has offices in Australia.



170 Lanark Road West
Currie
Edinburgh EH14 5NY



0131 449 9330



jhebson@antal.com (or refer to website)



www.antal.com

Contact method:	Email or telephone
Main sector:	Construction, engineering, rail
Other sectors:	Finance, accountancy, IT
Vacancies for new graduates:	Often
Types of vacancy:	Graduate quantity surveyors, graduate civil or structural engineers
Preferred discipline:	Any of the above areas
Additional information:	In business for more than 1 year. Recruits for Doosan Babcock, First Engineering, Alfred McAlpine, Grantrail, Scottish Water Solutions, White Young Green. Is mainly Executive search. Has offices overseas (Asia, Eastern and Western Europe, Dubai).



6 Coates Crescent
Edinburgh
EH3 7AL



0131 226 6222



edinburgh@asainternational.co.uk



www.asainternational.co.uk

Contact method:	No preference
Main sector:	ASA has 13 specialist divisions: accountancy, construction and building services, contact centre, engineering, executive search, financial services, healthcare, hospitality, human resources, industrial, mechanical and electrical, office personnel, sales and marketing
Vacancies for new graduates:	Often
Types of vacancy:	Wide range of graduate positions across the divisions specified
Preferred discipline:	Dependent on employers' requirements
Hiring process:	Screening (by telephone), interview by consultant, possible checks on eligibility to work in UK, proof of identification, Disclosure Scotland screening where applicable
Additional information:	In business for 37 years. Recruits globally (see website for details).

asap recruitment



Fairbairn Road
Kirkton North
Livingston EH54 6TS



01506 498 700



asaprecruitment@wwmail.co.uk



www.asap-recruitment.co.uk

Contact method:

Email

Main sector:

Office

Other sectors:

Industrial, accounts, driving

Vacancies for new graduates:

Occasionally

Hiring process:

Pears computerised testing, Disclosure
Scotland screening - enhanced certificates

Additional information:

In business for 23 years.



Scotiabank House
6-8 South Charlotte Street
Edinburgh EH2 4AN



0131 225 3130



Edinburgh@badenochandclark.com



www.badenochandclark.com

Contact method:	No preference
Main sector:	Financial services, public sector finance, housing, legal
Vacancies for new graduates:	Occasionally
Types of vacancy:	Payroll administrator, business support
Preferred discipline:	Accountancy, economics
Hiring process:	Will screen through Disclosure Scotland for specific roles, particularly housing & local government
Additional information:	In business for 7 years. Recruits for RBS, Audit Scotland. Seeking people specifically interested in their sector, e.g. pursuing an accountancy qualification or payroll.



10 South St Andrew Street
Edinburgh
EH2 2AZ



0131 524 2500



edinburgh@bbt.co.uk



www.bbt.co.uk

Contact method:	No preference
Main sector:	Health care, social care, nursing, education, housing and technical
Vacancies for new graduates:	Occasionally
Types of vacancy:	Social work assistant, qualified social workers
Preferred discipline:	Social work; various technical
Hiring process:	Face-to-face meeting, candidate registration process (Q & A document to ascertain technical knowledge), enhanced Scottish Disclosure, 3 references, application form. Minimum standard required is 6 months recent experience in chosen field
Additional information:	Recruits for City of Edinburgh Council, East Lothian Council, West Lothian Council, Midlothian Council, Barnardo's, Donaldsons College, Autism Initiatives. Vacation opportunities usually dependent on previous work experience.



**Lower Ground Floor
7 Torphichen Street
Edinburgh EH3 8HX**



08456 080456



scotland@bna.co.uk



www.bna.co.uk

Contact method:	No preference
Main sector:	Healthcare
Vacancies for new graduates:	Always
Types of vacancy:	Agency nursing positions, healthcare assistants
Preferred discipline:	Nursing
Hiring process:	Interview, Disclosure Scotland, professional references
Additional information:	In business for 60 years. Recruits for NHS, nursing homes, industry, childcare. Sometimes nurses will need to work as health care assistants initially if they have no experience as qualified nurses. Prefer nurses to have 6 months post-qualifying experience. Can register nurses as healthcare assistants.



58 Firbank Grove
East Calder
Livingston EH53 0DY



01506 885730



patcastlecarerec@blueyonder.co.uk



N/A

Contact method:	Email or phone for an application form
Main sector:	Healthcare
Vacancies for new graduates:	Occasionally
Types of vacancy:	Care Assistant
Preferred discipline:	Nursing
Hiring process:	Disclosure Scotland screening, police records check, references, certificate in lifting and handling
Additional information:	In business for 11 years. Recruits for public and private nursing homes. Prefer at least 6 months experience (could be as part of a course/placement).

Change CRS / Resource Group

T/V



18 George Street
Edinburgh
EH2 2PF



0131 225 7744



Edinburgh@changejobs.net



www.changejobs.net

Contact method:	CV by post / email, or apply online
Main sector:	Financial services and accounts / international accounts
Other sectors:	Commercial (call centre, administration, customer services) legal, HR
Vacancies for new graduates:	Occasionally
Types of vacancy:	Various
Preferred discipline:	No preference
Additional information:	In business for 10 years. Recruits for Standard Life.

CHASE Recruitment



Sugar Bond
2 Anderson Place
Edinburgh EH6 5NP



0131 553 6644



graduates@chasepharmajobs.com



www.chasepharmajobs.co/graduates

Contact method:

Online application form only, due to volume of applicants

Main sector:

Pharmaceutical and healthcare, graduate medical sales

Vacancies for new graduates:

Constantly throughout year

Types of vacancy:

Graduate medical sales

Preferred discipline:

Life sciences, business, marketing, sports science, chemistry, physiotherapy, psychology

Hiring process:

Online application form, screening telephone interview, face-to-face interview, assessment

Additional information:

In business for 8 years.
It is useful if an applicant has researched role of medical sales representative. Highly competitive industry, applicants need to be highly motivated by role and industry to succeed.



**2 York Place
Edinburgh
EH1 3EP**



0131 557 4449



chefsotr@btconnect.com



www.chefs-ontherun.co.uk

Contact method:	No preference
Main sector:	Hospitality and recruitment
Vacancies for new graduates:	Never
Types of vacancy:	Kitchen porters, waiting staff, chefs etc.
Hiring process:	We look for people who are fluent in English and have relevant experience for the position for which they are applying
Additional information:	In business for 6 years. Temporary vacancies in hospitality.

Chess Partnership



1 St. Colme Street
Edinburgh
EH3 6AA



0131 220 8229



stephen.hamilton@chess-partnership.com



www.chess-partnership.com

Contact method:	Email or phone
Main sector:	Hospitality management
Vacancies for new graduates:	Occasionally
Types of vacancy:	General manager, assistant general manager, operations manager, head of department
Preferred discipline:	Hospitality
Hiring process:	Interview
Additional information:	Applicants must have the right to work in the UK. Personality, skills and experience are the most important attributes they are looking for. Offer interim management opportunities of up to 6 months.

Choice Consultants



25a Stafford street
Edinburgh
EH3 7BJ



0131 225 5510



sales@choiceconsultants.co.uk



www.choiceconsultants.co.uk or www.advertisingsalesjobs.co.uk

Contact method:

Email

Main sector:

Advertising and Media Sales

Vacancies for new graduates:

Occasionally

Types of vacancy:

Advertising sales roles

Preferred discipline:

Any

Additional information:

In business for 9 years.
Recruits for SMG, CBS Outdoor, Clear Channel, DMG World Media, The Phonebook (BT), Trinity Mirror, Scotcareers.com, Totaljobs, CW Jobs, Jobtonic.com, Space and People, Peebles Media Group, JCDecaux, Holyrood Magazine, The Big Issue, Reed Elsevier, CA Magazine, Rightmove.co.uk, Lettingweb.com.



101 George Street
Edinburgh
EH2 3ES



0131 623 1010



edinburgh@cityappointments.com



www.cityappointments.com

Contact method:	No preference
Main sector:	Secretarial and administration, retail and tourism, executive management
Other sectors:	Accountancy and finance, sales and marketing, HR
Vacancies for new graduates:	Occasionally
Types of vacancy:	Variety of general administrative positions
Preferred discipline:	No specific degree disciplines required
Hiring process:	Face-to-face interviews (references checked) Office-based positions require assessment of keyboard ability & knowledge of software packages (usually MS Word & Excel). Disclosure Scotland screening & Police Check sometimes required.
Additional information:	In business for 3 years. Recruits for Edinburgh Castle, Stirling Castle, National Trust for Scotland, Edinburgh College of Art and Faculty Services. Temporary opportunities in secretarial, administration, retail and tourism. e.g. publishing production assistants, HR administration, retail assistants, front-of-house staff and stewards.

Computer Futures Solutions



93 George Street
Edinburgh
EH2 3ES



0131 243 2574



scotland@computerfutures.com



N/A

Contact method:	Telephone
Main sector:	IT
Vacancies for new graduates:	Occasionally
Types of vacancy:	Developers, network engineers, testing
Preferred discipline:	Any IT related discipline
Hiring process:	Technical tests primarily, sometimes face-to-face interviews, verification of visas
Additional information:	In business for 20 years in the UK, 9 in Edinburgh. Contract team may have short-term opportunities for new graduates.

Computer People



95a George Street
Edinburgh
EH2 3ES



0131 220 7800



edinburgh@computerpeople.co.uk



www.computerpeople.com

Contact method:	Email with CV, or telephone
Main sector:	IT & business professionals
Vacancies for new graduates:	Occasionally
Types of vacancy:	Graduate developers, graduate testers, graduate support
Preferred discipline:	2.1 or 1st class honours degree. Subject less important, but typically IT, maths, physics, engineering
Hiring process:	Depends on employers' wishes: could include telephone and/or face-to-face interviews & technical tests. Must present proof of ID and eligibility to work in UK
Additional information:	In business for over 25 years. Recruits for public sector, local authorities, RBS, Standard Life, Scottish Widows.

Concept Personnel



9-10 St. Andrew Square
Edinburgh
EH2 2AF



0131 718 6024



info@conceptpersonnel.com



www.conceptpersonnel.com

Contact method:	Register online
Main sector:	Advertising, marketing and media
Vacancies for new graduates:	Rarely
Types of vacancy:	Junior designers, art directors, marketing assistant / executive, Junior PR account manager
Preferred discipline:	Advertising, marketing, PR, new and multimedia, creative courses
Additional information:	In business for 5 years.

Construction & Property Recruitment



Catchpell House
Carpet Lane
Edinburgh EH6 6SP



0131 467 0085



edinburgh@cprecruitment.co.uk



www.cprecruitment.co.uk

Contact method:	Telephone, or email CV via website
Main sector:	Construction, architecture
Vacancies for new graduates:	Often
Types of vacancy:	Quantity surveyor, site engineer, CAD draughtsperson
Preferred discipline:	Civil engineering, project management, quantity surveying
Hiring process:	Interview, registration, proof of ID
Additional information:	In business for 3 years. Recruits for Balfour Beatty, Interserve, Carillion, Havelock Europa. Summer opportunities within the agency for recruitment consultant roles.

Core-Asset Consulting



9/10 St Andrew Square
Edinburgh
EH2 2AF



0131 718 6005



edinburgh@core-assetconsulting.co.uk



www.core-assetconsulting.co.uk

Contact method:	Email, telephone, website
Main sector:	Investment banking & financial services
Other sectors:	Investment operations, asset management, IT & support services, IFA sales support, investment analysis
Vacancies for new graduates:	Occasionally
Types of vacancy:	Junior portfolio analyst, administration (but 6 months client services experience required), performance analyst (but 1st class honours degree required)
Preferred discipline:	MA in business studies, economics, maths, accountancy, MSc in investments, financial services
Hiring process:	Registration interview with consultant, during which candidate should be prepared to specify aims and objectives, submission of details to client, interview and test preparation given if applicable, feedback
Additional information:	In business for 2 years. Recruits for Standard Life Investments, Scottish Widows Investment Partnership, Baillie Gifford, Martin Currie, HSBC, Buck Consultants, Capita, F&C Asset Management. Some experience of investment banking or financial services would be an advantage.



91 Rose Street
Edinburgh
EH2 3DT



0131 226 7477



office@crossmatch.co.uk



www.crossmatch.co.uk

Contact method:	Email your CV
Main sector:	Secretarial
Other sectors:	Office support
Vacancies for new graduates:	Never
Types of vacancy:	No vacancies for new graduates
Hiring process:	Full interview, IT testing, references checked
Additional information:	In business for 18 years. Temporary opportunities in administration and data entry.

Cullen Recruitment



3 Hill Street
Edinburgh
EH2 3JP



07711 948273



sandy@cullenrecruitment.com (or refer to website)



www.cullenrecruitment.com

Contact method:	Email
Main sector:	Financial services
Other sectors:	Accountancy
Vacancies for new graduates:	Occasionally
Types of vacancy:	Vacancies for graduates wishing to do CA or other similar qualification
Preferred discipline:	Maths or accountancy based degrees
Hiring process:	No details supplied
Additional information:	In business for 8 years. Mainly recruits for the 'Big 4' and other fund managers.



12 South Charlotte Street
Edinburgh
EH2 4AX



0131 624 9848



rebecca@cuthbertltd.com (or refer to website)



www.cuthbertltd.com

Contact method:	Email or telephone
Main sector:	Legal, property & charity
Vacancies for new graduates:	Rarely
Types of vacancy:	Occasional roles in administration
Preferred discipline:	Law, land or estate management, Social Studies, any Arts degree
Hiring process:	Screen CVs, verify ID (passport) and check degree certificates, interview (30-40 mins)
Additional information:	In business for 7 years. Recruits for Grant Management, Shepherd & Wedderburn, Pagan Osborne, Children 1st, Capability Scotland, Charles White, Brodies, Maclay Murray Spens, National Galleries of Scotland. Occasional vacation opportunities for letting sales staff or administrative staff. Fundraising experience useful for charity sector. Strong typing, audio typing, and administration skills also helpful.



1 St Colme Street
Edinburgh
EH3 6AA



0131 220 8322



cv@cwrs.co.uk



www.cwrs.co.uk

Contact method:	Email or telephone
Main sector:	Science, engineering, finance
Other sectors:	Customer services, administration, HR
Vacancies for new graduates:	Occasionally
Types of vacancy:	QC / lab analysts, some finance roles
Preferred discipline:	Mechanical or electrical engineering, accountancy, biotechnology, chemistry, pharmaceutical studies
Hiring process:	CV, preliminary interview, liaising with employer for interviews. No tests
Additional information:	In business for 4 years. Recruits for Intercell Biomedical, MacFarlane Smith, GSK, Ondeo Industrial Solutions, MacDonald Hotels. Occasional temporary roles in administration.

Cyberteam Resource Management



9/10 St Andrew Square
Edinburgh
EH2 2AF



0131 718 6070



mail@cyberteam.co.uk



www.cyberteam.co.uk

Contact method:	Submit CV by email
Main sector:	IT
Vacancies for new graduates:	Occasionally
Types of vacancy:	Graduate developers
Preferred discipline:	Computer science, maths, physics
Hiring process:	Depends on employer, typically includes interview & reference checks
Additional information:	In business for over 3 years. Recruits for RBS, HBOS, Scottish Widows.



Suite 302,
9-10 St Andrew Square
Edinburgh EH2 2AF



0131 718 6043



N/A



www.drakeintl.co.uk

Contact method:

CV & covering letter by email

Main sector:

Office administration and hospitality

Vacancies for new graduates:

Often

Types of vacancy:

Restaurant / bar / hotel manager

Preferred discipline:

Broad range

Hiring process:

Biographical interview based on CV
Behavioural Descriptive Interview
P3 Personality Test

Additional information:

In business for 55 years.
Recruits for Scottish Widows & Calor Gas.
Temporary opportunities all year.

Driver Hire

Edinburgh: City / West

T/V



9a South Gyle Crescent
South Gyle Industrial Estate
Edinburgh EH12 9EB



0131 624 7711 (City)
0131 624 7712 (West)



edinburghcity@driver-hire.co.uk
edinburghwest@driver-hire.co.uk



www.driver-hire.co.uk

Contact method: Telephone

Main sector: Transport

Vacancies for new graduates: Never

Hiring process: Application form, competency tests (dependent on vacancy, e.g. Highway Code for van drivers), possibly Disclosure certificates depending on client

Additional information: In business for 15 years. Temporary recruitment is its primary business. Reliability essential.

Eden Scott



26 St Andrew Square
Edinburgh
EH2 3AF



0131 550 1105



ronatmc@hotmail.com (or refer to website)



www.edenscott.com

Contact method:

Email or via website

Main sector:

Business support (administrative, legal, secretarial), accountancy, finance, building and construction, sales and marketing, manufacturing and technical, energy, life sciences, HR.

Vacancies for new graduates:

Occasionally

Types of vacancy:

Customer service, administration specialist trainee roles

Preferred discipline:

Depends on job

Hiring process:

Interview in our office, application form

Additional information:

In business for 4 years.
Recruits for HBOS, Statestreet, Anderson Strathearn, The Glenmorangie Company, RBS, F&C, Morrison Construction, International Rectifier.

Edinburgh Staff Bureau



16 Forth Street
Edinburgh
EH1 3LH



0131 550 3740



enquiries@edinburghstaff.co.uk



www.edinburghstaff.co.uk

Contact method:	Email or via website
Main sector:	Legal
Other sectors:	Professional
Vacancies for new graduates:	Occasionally
Types of vacancy:	Secretarial, PA
Preferred discipline:	No preference
Hiring process:	Brief informal interview. No tests
Additional information:	In business for 19 years. Recruits for Maclay Murray & Spens LLP, Tods Murray LLP, other leading law firms in Scotland.

Escape Recruitment Services

T/V



Unit 6
Alderstone Business Park
MacMillan Road
Livingston EH54 7DF



01506 461 445



info@go-escape.com



www.go-escape.com

Contact method:	CV by email, or telephone
Main sector:	Manufacturing and technology
Other sectors:	HR, accountancy and finance, commercial, administration, IT, industrial
Vacancies for new graduates:	Occasionally
Types of vacancy:	None specified
Preferred discipline:	Sector-related
Hiring process:	Depends on sector. Sometimes assessment centres
Additional information:	In business for 7 years. Recruits for Quintiles, Morgan Stanley, Quantum. Some temporary opportunities.



Suite 6, Waterside House
46 The Shore
Edinburgh EH6 6QU



0131 555 0284



recruitment@europeanresources.co.uk



www.europeanresources.co.uk

Contact method:	Email or telephone
Main sector:	Languages
Vacancies for new graduates:	Often
Types of vacancy:	Sales, technical support, trainers, HR, automotive
Preferred discipline:	Mainly European languages
Hiring process:	Technical tests and language tests for non-native speakers
Additional information:	Opportunities abroad mainly in European countries. Year-round temporary opportunities in Edinburgh, mostly in call centres.



22 Tower Street
Edinburgh
EH6 7BY



0131 554 9500





N/A



www.familycircles.org

Contact method:	Telephone for an application form
Main sector:	Health - particularly care workers
Vacancies for new graduates:	Occasionally
Types of vacancy:	Graduate roles would be within the agency, not with clients, marketing, business, nurses for risk assessments
Preferred discipline:	Health related degrees
Hiring process:	Application form, one to one interview, qualification and enhanced Disclosure checks, compatibility and personality test (multiple choice)
Additional information:	In business for 8 years. Recruits for local authorities (Edinburgh, East Lothian and Midlothian Councils), Mark Warner, over 40 private nurseries. Part-time and weekend work available.

 12 Young Street Lane South  0131 226 3775
Edinburgh
EH2 4JF

 info@graduatesforgrowth.co.uk

 www.graduatesforgrowth.co.uk

Contact method:	No preference
Main sector:	Specialises in recruiting graduate talent into SME (small and medium-sized enterprises) sector in Scotland
Other sectors:	All industry sectors, including business, marketing, IT, retail, engineering, property, charity, finance
Vacancies for new graduates:	Often, average 200 per annum
Types of vacancy:	IT, software developer, space planner, business development, marketing executive, account executive, HR assistant, design engineer
Preferred discipline:	All
Hiring process:	Candidates register and apply online. Vacancy updates emailed to registered graduates. On applying for specific role GfG recruitment manager will interview candidates. Shortlisted candidates go on to employer interview stage.
Additional information:	In business for 6 years. Recruits across all industry sectors, specifically to small and medium-sized enterprises.

Hays Accountancy and Finance

T/V



24 Charlotte Square



0131 226 2280

Edinburgh

EH2 4ET



emma.beeson@hays.com (or refer to website)



www.hays.com

Contact method:

Telephone

Main sector:

Accountancy in commerce and industry, financial services

Other sectors:

Accountancy in professional practice and public sector

Vacancies for new graduates:

Often (for those with practical experience), occasionally (without experience)

Types of vacancy:

Traineeship CA and ACCA, analytical assistant roles

Preferred discipline:

Business Studies, accountancy and finance, maths, statistics, ideally 2:1

Hiring process:

Telephone pre-registration, interview with consultant, testing

Additional information:

In business for 2 years.
Recruits for Deloitte, Ernst & Young, PwC, KPMG, PKF, Grant Thornton, RBS, HBOS, HSBC, JPMorgan, Scottish & Newcastle, InterGen, Scottish Widows, Standard Life, SWIP, Diageo, NHS, Lothian & Borders Police, Communities Scotland. Temporary opportunities in data analysis, payroll and accounts administration. Experience, even voluntary work, in accountancy valuable. Qualifications not always needed for temporary roles if experience can be proven.

Hays Human Resources



24 Charlotte Square
Edinburgh
EH2 4ET



0131 226 7972



Edinburgh.hr@hays.com



www.hays.com/hr

Contact method:

Email or website

Main sector:

Human resources

Other sectors:

Accountancy, purchasing, office support, sales and marketing, IT, construction and property

Vacancies for new graduates:

Only for experienced candidates

Hiring process:

CV screening, followed by interview and registration

Additional information:

In business for over 30 years.
Recruits for RBS, HBOS, Standard Life, Siemens, NHS.
Agency advice is that within the field of human resources, potential employers seek candidates with strong administrative and business skills, gained within an HR department.

Hays Information Technology

T/V



24 Charlotte Square
Edinburgh
EH2 4ET



0131 226 2847



edinburgh@hays.com



www.hays.com

Contact method:	Email or telephone
Main sector:	IT
Other sectors:	Commercial and public sector
Vacancies for new graduates:	Occasionally
Types of vacancy:	IT support and development
Preferred discipline:	2:1 minimum
Hiring process:	Register by email, followed by telephone call
Additional information:	In business for 30 years. Recruits for HBOS, Scottish Executive, local government. Occasional temporary roles in helpdesk / support.



24 Charlotte Square
Edinburgh
EH2 4ET



0131 226 4142



edinburgh.officesupport@hays.com



www.hays.com

Contact method:	Email or telephone
Main sector:	Public services, financial, professional
Other sectors:	Charities, government
Vacancies for new graduates:	Often
Types of vacancy:	Administration, customer services, data entry, reception
Preferred discipline:	Any
Hiring process:	CV review, registration interview, skills test, references. Occasionally Disclosure clearance or security checking
Additional information:	Recruits for Scottish Parliament, RBS, HBOS, NHS. Temporary opportunities in clerical work and customer service.

Hays Insurance and Financial Services



24 Charlotte Square
Edinburgh
EH2 4ET



0131 226 7122



edinburgh.financialservices@hays.com



www.hays.com

Contact method:	No preference
Main sector:	Insurance and financial services
Other sectors:	IT, HR
Vacancies for new graduates:	Occasionally, but relevant experience required for most vacancies
Types of vacancy:	Some experience required for insurance and financial roles
Preferred discipline:	Any; 2:1 minimum
Hiring process:	Telephone screening, online test, competency based interview, assessment centre, online profile, day in office
Additional information:	In business for over 50 years. Recruits for all major plcs, public sector organisations, professional practices. Constant requirement for recruitment consultants.

DR Hewitt & Associates



37 Melville Street
Edinburgh
EH3 7JF



0131 226 5060



register@drhewitt.com



www.drhewitt.com

Contact method:	Telephone or email
Main sector:	Food and drink manufacturing and sales
Vacancies for new graduates:	Often
Types of vacancy:	Food technologists, engineers
Preferred discipline:	Scientific
Hiring process:	Interviews
Additional information:	In business for 5 years. Recruits for Grampian.

DR Hewitt Pharma, Medical and Healthcare



37 Melville Street
Edinburgh
EH3 7JF



0131 226 5060



register@drhewitt.com



www.pharmadrhewitt.com

Contact method:	Telephone or email
Main sector:	Pharmaceutical and healthcare
Vacancies for new graduates:	Often
Types of vacancy:	Engineers, laboratory, quality assurance
Preferred discipline:	Scientific
Hiring process:	Interviews
Additional information:	In business for 5 years. Recruits for Charles River.



137A George Street
Edinburgh
EH2 4JY



0131 226 9210



Imartin@hrconsultancy.co.uk (or refer to website)



www.hrconsultancy.co.uk

Contact method:	Preferably telephone, then interview
Main sector:	Office services
Other sectors:	Financial services and banking, insurance, HR and training, construction, sales and marketing, retail, contact centre
Vacancies for new graduates:	Occasionally
Types of vacancy:	Depends on vacancy. Could include tests on Microsoft packages, typing and data entry. Sometimes Disclosure Scotland screening
Hiring process:	Two references required, possible technical tests using Brainbench
Additional information:	In business for 23 years. Recruits for public sector organisations such as the NHS across Scotland.

Integrated Healthcare Solutions (IHS)



15 Stafford Street
Edinburgh
EH3 7BR



0131 718 2406



aproven@i-hs.co.uk (or refer to website)



www.i-hs.co.uk

Contact method:

Telephone or email

Main sector:

Sales and marketing for pharmaceutical and healthcare industries

Vacancies for new graduates:

Often

Types of vacancy:

Medical representative

Preferred discipline:

Life sciences, sales and marketing, business related

Hiring process:

Telephone screening, first interview, documents checked, second interview

Additional information:

In business for 6 years.
Recruits for GSK, Johnson and Johnson, Astrazeneca.
Opportunities for graduates as recruitment consultants within the agency.

Jarvis King Associates



83 Princes Street
Edinburgh
EH2 2ER



0131 247 6826



zhamilton@jarvisking.com (or refer to website)



www.jarvisking.com

Contact method:	No preference
Main sector:	Construction, property, engineering
Other sectors:	Architecture, oil and gas, manufacturing, IT, telecommunications
Vacancies for new graduates:	Often
Types of vacancy:	Engineers, quantity surveyors, architects / technicians
Preferred discipline:	Civil engineering, structural engineering, transport-related
Additional information:	In business for 4 years. Recruits for Atkins Global, BAE Systems, Balfour Beatty.



11 Castle Street
Edinburgh
EH2 3AH



0131 225 9911



info@jeanmcghee.co.uk



www.jeanmcghee.co.uk

Contact method:

Email

Main sector:

Secretarial and office support

Vacancies for new graduates:

Occasionally

Types of vacancy:

Administrative

Preferred discipline:

Any

Hiring process:

Registration includes interview, keyboard test, checking of references and relevant qualifications

Additional information:

In business for 10 years.

Keillar Resourcing



24 York Place
Edinburgh
EH1 3EP



0131 557 9668



info@keillar.com



www.keillar.com

Contact method:	Email or telephone
Main sector:	Financial services
Vacancies for new graduates:	Occasionally
Types of vacancy:	Trainee IFA, trainee broker consultant, sales support administration
Preferred discipline:	BA Finance, preferably with industry-recognised qualifications such as Certificate in Financial Planning, Certificate in Mortgages
Hiring process:	Dictated by the employer. Likely to include assessment centre, 3 interviews and a Gallup interview (psychology based)
Additional information:	In business for 11 years. Recruits for Standard Life, Scottish Life, Royal Skandia, Scottish Widows Investment Partnership, Zurich.

KPI Recruitment



64a Cumberland Street
Edinburgh
EH3 6RE



0845 226 2382



apply@kpi-recruitment.co.uk



www.foodindustryjobs.co.uk

Contact method:	Send CV, then telephone
Main sector:	Food manufacturing
Vacancies for new graduates:	Occasionally
Types of vacancy:	Entry-level technical roles e.g. quality assurance auditor, food technologist, NPD technologist, specifications technologist, laboratory analyst / assistant
Preferred discipline:	Food safety management, microbiology, food science
Hiring process:	Candidates contacted with details of suitable vacancies. Then could involve interviews, testing etc. depending on employer
Additional information:	In business for 2 years.



117 Piersfield Terrace
Edinburgh
EH8 7BS



0131 661 0590



jmanson@waitrose.com



N/A

Contact method:

No preference

Main sector:

Technical

Vacancies for new graduates:

Occasionally

Types of vacancy:

Civil/structural engineer, surveyor, building services, mechanical architect

Additional information:

In business for 29 years.

McGinley Recruitment Services



74 Rose Street North Lane
Edinburgh
EH2 3DX



0131 220 4985



kevin_whalin@mcginley.co.uk (or refer to website)



www.mcginleyrs.co.uk

Contact method:	Email or telephone or via website
Main sector:	Construction
Other sectors:	Rail, aerospace, public sector
Vacancies for new graduates:	Occasionally
Types of vacancy:	Site engineers, assistant site managers, site managers
Hiring process:	CV and interview. Any tests are carried out by employers
Additional information:	In business for 30 years. Recruits for Millers, Balfour Beatty, AMEC, Taylor Woodrow, HBG, Laing O'Rourke, Interserve, First Engineering, Network Rail, Amey Seco.



3a Melville Crescent
Edinburgh
EH3 7HW



0131 226 6973



macploy@btconnect.com



www.macployworks.co.uk

Contact method:	Email or telephone
Main sector:	Office and administrative support
Other sectors:	Finance, legal
Vacancies for new graduates:	Occasionally
Types of vacancy:	Traineeships
Hiring process:	Submit CV. Then register in person, with interview and a typing test
Additional information:	In business for 30 years. Temporary opportunities in office and administrative roles such as reception work, data entry and audio typing.



1 North Charlotte Street
Edinburgh
EH2 4HR



0131 225 8901



edinburgh@employ.co.uk



www.employ.co.uk

Contact method:	Email or telephone or send in CV and letter
Main sector:	Office services
Other sectors:	Accountancy and finance
Vacancies for new graduates:	Occasionally
Types of vacancy:	Trainee accountant, accounts assistant, finance controller
Preferred discipline:	Depends on employers' requirements
Hiring process:	ID check, interview, reference check. Skill check or test where necessary
Additional information:	In business for 30 years. Long and short term temporary roles in same sectors as permanent roles. Occasional overseas opportunities in Europe and UAE.



9b Pentland House
Almondvale
Livingston EH54 6NG



0131 225 8901



edinburgh@employ.co.uk



www.employ.co.uk

Contact method:	Email, telephone or send in CV and letter
Main sector:	Biotechnology, life sciences
Other sectors:	Industrial / technical, design, construction
Vacancies for new graduates:	Occasionally
Types of vacancy:	Laboratory assistant, project assistant, scientific officer, research assistant, surveyor, design engineer
Preferred discipline:	Depends on employers' requirements
Hiring process:	ID check, interview, reference check. Skill check or test where necessary
Additional information:	In business for 30 years. Long and short term temporary roles in same sectors as permanent roles. Occasional overseas opportunities in Europe and UAE.

Montgomerie Anderson Legal Recruitment



8/1 Drumsheugh Gardens 0131 220 2098

Edinburgh

EH3 7QJ



legal@ma-legal.co.uk



www.ma-legal.co.uk

Contact method:

Email

Main sector:

Legal

Vacancies for new graduates:

Occasionally

Types of vacancy:

Trainee solicitor, paralegal, legal secretary - vacancies in Scottish legal companies or in-house roles with Scottish companies on a permanent or contract basis

Preferred discipline:

Law (LLB)

Hiring process:

Telephone interview, face to face interview, IT skills testing where appropriate

Additional information:

In business for over 1 year.
Recruits for Maclay Murray & Spens, DLA Piper, Dundas & Wilson, Burness, McGrigors, Harper McLeod, Tods Murray.



Tron House
Quarrywood Court
Livingston EH54 6AX



01506 400461



traceyann.stewart@nas-group.com (or refer to website)



www.nasscotland.com

Contact method:

Telephone

Main sector:

LGV Driving

Other sectors:

Distribution

Vacancies for new graduates:

Never

Types of vacancy:

Many temporary vacancies which may suit students

Additional information:

In business for 4 years.
Recruits for many high street retail names.



23 Castle Street
Edinburgh
EH2 3DN



0131 220 6555



rogersherratt@nrgplc.com

(or refer to website)



www.nrgplc.com

Contact method:

Email, telephone or in person

Main sector:

Commercial

Other sectors:

Technical, scientific

Vacancies for new graduates:

Frequently

Preferred discipline:

Depends on role

Hiring process:

Interviews, assessment days, possible security checks

Additional information:

In business for 30 years.
Recruits for Scottish Parliament, Scottish Water, Bright Grey. Temporary opportunities in customer services.

Now Recruitment



8 Picardy Place
Edinburgh
EH1 3JT



0131 476 4545



edinburgh@nowrecruitment.com



www.nowrecruitment.com

Contact method:	Telephone or email
Main sector:	Construction
Other sectors:	Mechanical, electrical
Vacancies for new graduates:	Occasionally
Types of vacancy:	Setting out engineer, trainee quantity surveyor
Preferred discipline:	Engineering, construction management, quantity surveying
Hiring process:	Submit CV, then interview
Additional information:	In business for 12 years. Recruits for Barr Construction, Hart Builders, Manor Lane, Interserve.

Office Personnel

T/V



103 Rose Street North Lane
Edinburgh
EH2 3DX



0131 226 4242



info@officepersonnel.com



www.officepersonnel.com

Contact method:	Email
Main sector:	Office / administration
Other sectors:	Secretarial / PA, accounts / finance, sales / telesales, reception / customer service
Vacancies for new graduates:	Occasionally
Types of vacancy:	Office-based
Preferred discipline:	Accounts, finance, marketing, legal
Hiring process:	Interview, IT skills testing, reference and ID checks, proof of qualifications. Disclosure Scotland screening if necessary
Additional information:	In business for 20 years. Recruits mostly for small and medium-sized enterprises in law, accountancy, marketing, advertising, property etc. Temporary roles in administration, reception etc.

Peoplebase Recruitment Solutions



8 Albany Street
Edinburgh
EH1 3QB



0131 473 2370



mark@peoplebase.co.uk (or refer to website)



www.peoplebase.co.uk

Contact method:	Email or telephone (please leave voicemail if necessary)
Main sector:	IT
Vacancies for new graduates:	Occasionally
Types of vacancy:	Object oriented (OO) software engineers, OO developers, occasional requirements for general IT graduates
Preferred discipline:	Computer science with significant emphasis on object oriented design and development
Hiring process:	CV, telephone screening interview, checks on ID, qualifications and eligibility to work in UK
Additional information:	In business for 5 years. Recruits for software houses, independent consultancy firms, internet portals, utilities companies.



21 - 23 Thistle Street
Edinburgh
EH2 1DF



0131 225 7531



temp.Edinburgh@pertemps.co.uk
perm.Edinburgh@pertemps.co.uk



www.pertemps.co.uk

Contact method:	Email
Main sector:	Banking and finance, public sector
Other sectors:	Private sector
Vacancies for new graduates:	Often
Types of vacancy:	Commercial vacancies
Preferred discipline:	Any featuring analytical skills, problem solving, information handling, time management
Hiring process:	CV, telephone interview, face to face interview, checks on ID and eligibility to work in the UK
Additional information:	In business for 46 years. Recruits for Scottish Executive, Scottish Parliament, HBOS, SAAS, Historic Scotland, United Utilities, Scotia Gas Network. Variety of seasonal opportunities, especially in the public sector.



9-10 St Andrew Square
Edinburgh
EH2 2AF



0131 718 6002



edinburgh@poolia.co.uk



www.poolia.co.uk

Contact method:	Email and telephone
Main sector:	Finance and banking
Other sectors:	Office support, human resources, property
Vacancies for new graduates:	Occasionally
Types of vacancy:	Administration, accounting
Preferred discipline:	Mainly numerical disciplines
Hiring process:	Testing, interviewing, references
Additional information:	In business for 4 years. Recruits for Citigroup, JP Morgan, HBOS. Temporary opportunities in same sectors.

PRG



44 Hanover Street
Edinburgh
EH2 2A2



0131 550 1460



edinburgh@prgrecruitment.com



www.prgrecruitment.com

Contact method:	Email, telephone or in person
Main sector:	Accounts, financial, legal
Vacancies for new graduates:	Often
Types of vacancy:	Trainee accountant, trainee management accountant, trainee fund accountant
Preferred discipline:	Economics, maths, accountancy, languages, MSc finance
Hiring process:	Tests depending on role, interview, check references
Additional information:	In business for 5 years. Recruits for Standard Life, Royal Bank of Scotland.

Qualitas People Solutions



2nd Floor
Castle Street
Edinburgh EH2 8AH



0131 220 7500



admin@qualitaspeople.com



www.qualitaspeople.com

Contact method:	No preference
Main sector:	Legal, banking and finance
Other sectors:	Sales and marketing, IT, hospitality, HR, automotive
Vacancies for new graduates:	Occasionally
Types of vacancy:	Paralegal, legal secretary, engineers
Preferred discipline:	For engineering related positions a minimum 2.1 honours degree required
Additional information:	In business for 4 years. Recruits for HBOS, Ernst & Young, Porsche, McGrigors, Dundas & Wilson, Holyrood Hotel.



39 Duddingston Road
Edinburgh
EH15



0845 644 5485



mstreet@ramsayconsulting.co.uk (or refer to website)



www.ramsayconsulting.co.uk

Contact method:	No preference
Main sector:	Legal
Other sectors:	Accountancy, engineering, surveyors
Vacancies for new graduates:	Often
Types of vacancy:	Newly qualified lawyers, part and fully qualified accountants
Preferred discipline:	LLB, BA (accounting)
Hiring process:	Following initial contact, we meet all prospective candidates to discuss and assess their individual needs. In line with DTI requirements, references are then taken (degree certificates etc.)
Additional information:	In business for 5 years. Recruits for all major Scottish & UK Law firms; all independent accountancy firms. May offer opportunities abroad, mostly in Australia, New Zealand, Caribbean and Middle East.

Reed Employment/ Contracts

T/V



13 Frederick Street
Edinburgh
EH2 2EY



0131 226 3687



edinburgh.contracts@reed.co.uk



www.reed.co.uk

Contact method:	It is helpful if candidates register online and follow up with a call or by dropping in
Main sector:	Finance
Other sectors:	Broad cross-section of Edinburgh businesses
Types of vacancy:	General office positions, call centre, customer services, administration, secretarial, both temporary & permanent
Preferred discipline:	All degrees
Hiring process:	Face to face registration, assessment of practical skills, e.g. data entry or typing speed, MS word, Excel etc., referencing of candidate for previous 2 years
Additional information:	In business for 47 years. Recruits for Lloyds, Royal Mail, HSBC, Aegon. Temporary roles in fairly basic processing.

Reed Graduates



34/36 Rose Street Lane North
Edinburgh
EH2 2NP



0131 240 5340



lauren.russell@reed.co.uk (or refer to website)



www.reed.co.uk/graduate

Contact method:

Register online, upload CV and complete online profile in detail. General queries welcome by phone or email

Main sector:

Accountancy, finance, investment, IT, engineering, science, sales, market research. Many other ad hoc roles

Vacancies for new graduates:

Often

Types of vacancy:

Varies depending on industry and season. They cover shortfalls for Blue-Chip companies' graduate schemes (usually in summer). Also recruit for ad hoc training positions with companies offering professional qualifications, summer placement schemes etc.

Preferred discipline:

Any, dependent on job requirements

Hiring process:

Suitable candidates will be interviewed by phone. Database also searched for candidates who match job criteria, who will then be contacted directly. Then a face-to-face competency based interview. Candidates will be supplied with the employer's name and information to help them prepare. Details of suitable candidates then passed to the employer. Interviews with the employer normally follow

Additional information:

In business for 47 years. Recruit for Blue-Chip companies and small and medium-sized enterprises.

Reed Hospitality & Industrial

T/V



34/36 Rose Street Lane North
Edinburgh
EH2 2NP



0131 240 8820



ishbel.moffatt@reed.co.uk (or refer to website)



www.reed.co.uk

Contact method:

Register online

Main sector:

Hospitality and industrial recruitment

Vacancies for new graduates:

Rarely

Additional information:

In business for 47 years.
Recruits for Sodexo Catering,
Balmoral Hotel, Royal Mail.
Temporary opportunities for waiting staff,
catering assistants, chefs, kitchen porters,
mail-sorters.



40 George Street
Edinburgh
EH2 2LE



0131 247 5810



diane.clayton@reed.co.uk



www.reed.co.uk

Contact method:

Via website

Main sector:

Insurance, financial services, mortgages,
financial advice, investments

Vacancies for new graduates:

Occasionally. More likely to be able to help graduates who have a little relevant experience from e.g. holiday work or placements

Types of vacancy:

Investment administrators, junior/trainee sales roles in banks

Preferred discipline:

Financial services related degree; business administration, MSc in investments

Hiring process:

Initial registration interview

Additional information:

In business for over 45 years.
Recruits for RBS, HBOS, HSBC, Aegon, Scottish Equitable, State Street, Citigroup.
Possible opportunities abroad - Australia, Europe and Middle East.



Delta House
Carmondean Centre South
Livingston EH54 8PT



01506 444 767



reception@richardsonrecruitment.co.uk



www.richardsonrecruitment.co.uk

Contact method:

No preference

Main sector:

Broad range, e.g. care, production, retail, warehouse, kitchen, childcare, construction trades, clerical, accounting, customer service, chef, electronics, engineering

Vacancies for new graduates:

Occasionally

Types of vacancy:

Building surveyor, accountant, IT consultant, web designer

Hiring process:

CV, face-to-face interview.
Disclosure Scotland screening for child and care work

Additional information:

In business for 10 years. Recruits for West Lothian Council, City of Edinburgh Council, Christian Salvesen, Avenance, Compass Group. Offers general opportunities for part-time work to fit in with studying.



Ardmore House
40 George Street
Edinburgh EH2 2LE



0131 240 3777



Caroline.Guthrie@rhi.net (or refer to website)



www.rhi.com

Contact method:

Phone or email

Main sector:

Accountancy and administration

Other sectors:

Finance, banking

Vacancies for new graduates:

Vacancies exist for graduates with relevant work experience

Types of vacancy:

Temporary or permanent accountancy and administrative roles

Hiring process:

Pre-screen by telephone, face-to-face interview, PC evaluations e.g. data entry, MS Office

Additional information:

In business for 59 years.
Recruits for RBS, HBOS, City of Edinburgh Council, Scottish & Newcastle, Standard Life.
Also has offices across the world.

Soul Recruitment



19 London Road

Edinburgh

EH7 5AT



0131 661 6661



rcunningham@soulrecruitment.co.uk (or refer to website)



www.soulrecruitment.co.uk

Contact method:

Email

Main sector:

IT / finance, construction, hospitality

Other sectors:

Factory, training

Vacancies for new graduates:

Occasionally

Types of vacancy:

Assistant quantity surveyor, graphics software engineer

Preferred discipline:

A suitable match for the sectors specified

Hiring process:

One-to-one interviews, role play exercises, psychometric testing

Additional information:

Business launched this year.

Spring Technology Staffing Services



The Capital Building
13 St Andrew Square
Edinburgh EH2 2AF



0131 524 9000



Anna_Lewicka@spring.com (or refer to website)



www.spring.com

Contact method:	No preference
Main sector:	IT
Vacancies for new graduates:	Rarely
Types of vacancy:	All IT based
Preferred discipline:	Computing
Hiring process:	Varies depending on vacancy
Additional information:	Recruits for RBS



24 Castle Street
Edinburgh
EH6 8PB



0131 225 6898



Alister.oconnor@stafffinders.co.uk (or refer to website)



www.stafffinders.co.uk

Contact method:	No preference
Main sector:	Hospitality and catering, financial services, legal
Other sectors:	Office support
Vacancies for new graduates:	Very rarely
Types of vacancy:	Sales / account manager roles
Preferred discipline:	IT related
Hiring process:	We include face-to-face comprehensive interviews, reference checks and proof of certificates
Additional information:	In business for 35 years. Temporary opportunities in hospitality and catering.

Stepstone (Recruitment Outsourcing)



Pinnacle House
Mill Road
Linlithgow EH49 7SF



0870 046 8080



info@obvious-solutions.com



www.obvious-solutions.com

Contact method:	Via website or email
Main sector:	All sectors
Vacancies for new graduates:	Yes
Types of vacancy:	Computer development, games design, engineering
Preferred discipline:	Computer science, engineering, chemical engineering
Hiring process:	Varies depending on client, but usually includes testing, telephone interview & face-to-face interview
Additional information:	In business for 5 years. Recruits into the graduate programmes for HBOS, Microsoft, Amazon, OHM.

Technology Project Services



Westcott House
Ferrymuir
South Queensferry EH30 9RB



0131 331 3030



fer@tps.co.uk



www.tps.co.uk

Contact method:	No preference
Main sector:	Defence, public sector, heavy engineering, electronics, ship building, power stations, nuclear
Other sectors:	IT
Vacancies for new graduates:	Very occasionally
Types of vacancy:	Mainly engineering
Preferred discipline:	Electronics, mechanical and engineering
Hiring process:	Process varies depending on client
Additional information:	In business for 35 years. Recruits for BAE Systems, Agilent, NCR, IBM, Thales.



68a Dalry Road
Edinburgh
EH11 2AY



0131 313 2880



travailgroup@btconnect.com



www.925.co.uk

Contact method:	In person
Main sector:	Engineering, construction, technical, electronics, transport, logistics and security
Other sectors:	LGV drivers, plant operators, labourers, furniture porters and office security personnel
Vacancies for new graduates:	Employers always require some work experience in conjunction with a degree so we do not place new graduates
Preferred discipline:	Construction, engineering, logistics
Hiring process:	Interview initially, tests as specified by clients and can be practical and personality related
Additional information:	In business for over 30 years. Recruits for City of Edinburgh Council, Midlothian Council, Napier University, Great North Eastern Railways, Exel Logistics. Temporary opportunities as labourers, furniture porters, van assistants, drivers, office security.

W5 Recruitment



9-10 St Andrew Square

Edinburgh

EH2 2AF



0870 2000585



info@w5recruitment.co.uk



www.w5recruitment.co.uk

Contact method:

Submit CV by email initially

Main sector:

Environmental / water

Vacancies for new graduates:

Occasionally

Types of vacancy:

Graduate positions with environmental consultancies.

Preferred discipline:

Environmental or engineering based. Environmental consultancies in particular are looking for MSc in specific area, e.g. contaminated land, waste management, water resources

Hiring process:

After applicants have submitted a CV they will be contacted by someone in the recruitment team for an interview

Additional information:

In business for 5 years. Strongly recommend undertaking relevant voluntary work and gaining driving licence before applying.

Agencies preferring not to be included

The following agencies preferred not to be included. Many of them offer opportunities suitable only for professionals with several years' experience.

All Care Home Care
Bright Purple Resourcing
CR Recruitment Consultants
Coburn Blair
Dutton International
Elements
Elite Appointments
Hydrocarbon Management International
ID Recruitment Services
Leah Ley-Wilson R2R
Medic International
Modis
Quantum People
Quantum Recruitment Group
Think Global Recruitment
Wilkinson and Corr

Agencies which did not respond

247 Staff Edinburgh
AM Stephens
Activate Resourcing
Adecco
Advantage Healthcare Group
AEA Accounting
AEA Recruitment
AIM Recruitment
Allied Healthcare Group
Apex Engineering Recruitment
Aptus Personnel
ARPC
Autorecruit Personnel
Be Personnel
Berkeley Scott
Blue Arrow
Bradshaw Associates
Brook Street
Castle Careers
Castle Personnel Services
Chalmers Brown Technical Resources
Contact Industrial Recruitment
Denholm Associates
Dutton International
Elan Computing
Ellis Fairbank
FH1 Recruitment
FI Recruitment
First People Solutions Group
Hays Banking Personnel
Hays Construction and Property
Head Resourcing
Hudson
Jamieson Resources
JB Nursing & Staff Agency
JobCentre Plus
Jonathan Wren
Joslin Rowe
Kelly Services
Labour Ready Temporary Services
Lawrie Thomson Recruitment
Lorien
Mackechnie & Sons
Manpower Edinburgh
Margaret Steel Associates
Martin Ward Anderson
MBC Services
MCG Staffing Services
Medisec Scotland
Michael Page Finance
Monarch Recruitment
Morgan McKinley Group
MRI Worldwide
Napier Scott Recruitment
Network Recruitment
Office Angels
Office Team
Outstep
P Gee Appointments
Parity Resources
PCS Executive Career Services
People Power Recruitment Solutions
Pinstripe Personnel
Pol-UK Recruitment
Premier Connections Staff Recruitment
Premier Selection
Quality Link Recruitment
Randstad
Reach Group
Recruitment Zone
Reed Social Care
Robinson Medical Recruitment
Royce
Russell Human Resources
ScotNursing
Search Consultancy
Select Appointments
Social Care Recruitment & Training
Star People
Supporting People
Temp Agency
Thorpe Molloy Recruitment
Time Recruitment Services
Tinies Childcare
Upmarket Recruitment
Venesky-Brown Recruitment
Vista Recruitment
Woodhouse Hughes Russell
Worktrack
Xchangeteam
Xpress Recruitment

www.careers.ed.ac.uk