

# **Deverell Smith Recruitment Group**

**“Providing tailored recruitment  
solutions to the UK’s finest  
property companies”**

*“ Emma is a very professional Consultant who assisted me to find a superb job. I would recommend her without hesitation. She keeps in regular contact, is very supportive and thinks outside of the box. A pleasure to work with. I will definitely contact her again in the future and recommend her to my friends. Thank you Emma!”*

*“Moving to London can be quite daunting, and looking for employment even more so as its hard to know where to start. I just wanted to email and say how very impressed I am with the service that you provided to me. I ended up over the time signing up with quite a few recruitment agencies and am extremely impressed with how on the ball, friendly, profesional, thorough and hard working you all are especially compared to all the other agencies I have dealt with.*

*All positions you had available were explained to me in full, any questions I put forward were answered thoroughly and to the point and advice was given to me when needed for full interview preparation.*

*I would definitely recommend you to a friend and just wanted to say thank you very much for all the help you have given me over the past couple of weeks.”*



# An introduction

Deverell Smith Recruitment is a specialist London-based recruitment consultancy. Founded in 2006 by Andrew Deverell-Smith, we are now recognised by many as the leading specialist recruiter in the sectors in which we operate.

In a short space of time we have grown quickly to offer a range of specialist recruitment solutions to many world-class property orientated businesses and operate successfully, not only within the UK, but the Americas, Middle East, and Asia.

At Deverell Smith Recruitment, we pride ourselves on being different. We genuinely care about making a difference to our clients too. Indeed it is on the back of our close relationships with our clients & candidates that we have grown in to the business that we are today.

Thanks to them we have been referred on to many of their friends and partner organisations (even competitors) and our business has grown substantially as a result.

In many ways we are quite “old fashioned”. We adhere to what many people consider to be out-dated principles such as *honesty*, *integrity*, and *transparency*. We’re discreet yet highly proactive and we always have our clients’ and candidates best interests at heart.

We believe our clients and candidates recognise these qualities in us and, as a result, regularly trust us with highly delicate assignments.

This brochure is designed to give you an overview of the company, our scope of services, an outline of our structure and full details about how we operate.

# Our aim

We aim to build a strong, personal relationship with all of our candidates. We advise and work with our candidates throughout their career to build and strengthen their experience.

We can prove to all those working within the property disciplines that by partnering with us, you will become a stronger and more attractive candidate.

# What we do

- **Estate Agency**
- **Secretarial & Support Services**
- **Property Management**
- **Facilities - Facilities Managers and Associated Disciplines**
- **Commercial Property**
- **International Property**
- **Temporary and Interim Services**
- **Executive Search and Senior Placements**
- **HR and Training Consultancy Services**

# Scope of services

## **Estate Agency**

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### **Sales**

Sales Director  
Area Manager  
Sales Manager  
Assistant Manager  
Sales Negotiator  
Sales Valuer  
Sales Progressor

### **Lettings**

Lettings Director  
Area Manager  
Lettings Manager  
Assistant Manager  
Lettings Negotiator  
New Business Generation  
Renewals

### **New Homes, Residential Development & Investment**

Site Sales  
Development Sales  
Investment Sales  
Development Consultancy

### **Rural & Country House**

#### **Buying Agent**

#### **Mortgage Broker**

#### **International Sales**

#### **Land Broker**

#### **Other**

## **Support Services**

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### **Executive Assistant**

#### **PA**

#### **Office Manager**

#### **Secretary**

Legal  
Lettings  
Sales  
Commercial  
Audio  
Marketing

#### **Office Coordinator**

Legal  
Lettings

Sales  
Commercial  
Audio  
Marketing

### **Receptionist**

### **Customer Services**

### **Marketing & PR**

PR Executive  
PR Assistant  
Marketing Executive  
Marketing Assistant  
Events Coordinatort  
Advertising

### **Accounts**

Accounts Assistant  
Client Accounts  
Purchase Ledger Clerk  
Bookkeeper  
Accountant  
Management Accountant  
Finance Manager  
Finance Director

## **Property Management**

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### **Lettings Management**

Head of Property Management  
Property Manager  
Assistant Property Manager  
Renewals  
Tenancy Management  
Maintenance manager  
Client Accounts  
Inventory Clerk  
HIP Inspector  
Block Management  
Head of Block Management  
Block Manager

### **Block Management Assistant**

Service Charge Accounts  
Site Staff

### **Freehold Management**

Freehold Sales  
Freehold administration

### **Estate Management**

Head of Estate Management

Estate Manager  
Estate Management Assistant  
Service Charge Accounts  
Site Staff

### **Serviced Apartments**

### **Student Accommodation**

### **Relocation**

Global Mobility  
Account Manager  
Tenancy manager  
International Assignment  
HR  
Business Development  
Logistics

## **Facilities Managent**

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### **Facilities**

Facilities Director  
Facilities Management  
Assistant Facilities Manager  
Facilities Coordinator

### **Operations**

### **Procurement Manager**

Bid Manager  
Contracts Manager  
Commercial Manager

### **Security**

### **Corporate Real Estate Management**

### **Energy & Sustainability**

### **Project Management**

Project Manager  
Move Manager  
Space Planner  
Change management  
CAD Specialist

### **Health & Safety Management**

### **Soft Service Manager**

Cleaning Manager  
Food & Beverage Manager

### **Data Centre Management**

### **Lease Management**

### **Hard Services**

Maintenance Manager  
Fabric Manager

Site Supervisor  
Technical Services Manager  
Landscaping

### **Engineering**

Head Of Engineering  
Building Services Engineer  
Building Maintenance Engineer  
Electrical Engineer  
Electrical Engineering 16th Edition  
Electrical Engineering 17th Edition  
HVACs Engineer  
HV (High Voltage Engineer)  
Air Con Engineer  
Mechanical and Electrical  
Engineering  
Civil Engineer  
Project Engineer  
Design Engineer  
Technicians  
Fire Alarm Technicians  
Gas / Burner Technicians

### **Heating & Ventilation Technicians**

CAD Technicians  
Site Staff  
Concierge  
Help Desk Administrator  
Front Of House  
Handyman  
Shopping Centre Management  
Shopping Centre Management  
Building

## **Commercial Property**

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### **Property & Asset Management**

Asset Management  
Building Management  
Retail  
Industrial  
Hotel & Leisure  
Land

### **Building Consultancy**

Quantity Surveying  
Project Management  
Building Surveying

Hotel & Leisure  
Industrial  
Retail

### **Regeneration and Development**

### **Landlord & Tenant Planning**

### **Commercial Agency & Leasing**

Retail Leasing  
Industrial Leasing  
Hotel & Leisure Leasing

### **Valuation**

### **Corporate Real Estate**

### **Corporate Finance**

### **Rural**

### **Engineering**

Head Of Engineering  
Building Services Engineer  
Building Maintenance Engineer  
Electrical Engineer  
Electrical Engineering 16th Edition  
Electrical Engineering 17th Edition  
HVACs Engineer  
HV (High Voltage Engineer)  
Air Con Engineer  
Mechanical and Electrical  
Engineering  
Civil Engineer  
Project Engineer  
Design Engineer  
Technicians  
Fire Alarm Technicians  
Gas / Burner Technicians

### **Heating & Ventilation Technicians**

CAD Technicians  
Site Staff  
Concierge  
Help Desk Administrator  
Front Of House  
Handyman  
Shopping Centre Management  
Shopping Centre Management  
Building Manager

# Executive Search

Deverell Smith Recruitment Ltd has unrivalled access to many board level decision-makers in many of the leading property-related businesses in the world – in fact we've placed many of them! As a recognised provider of bespoke, senior level recruitment solutions within the property market, we are always working on exciting management, senior management and director-level opportunities.

We work closely with clients advising them on the best course of action in order to achieve their goals. The executive Search team, led by our M.D. Andrew Deverell-Smith, is highly experienced in managing the following recruitment strategies:

**Bespoke Executive Search**

**Retained Campaigns**

**File Search**

**Advertised Selection/Search**

**Talent Mapping**

**Consultancy Services**

If you're planning to add an individual to your senior management team or to take your business into a new market, please don't hesitate to pick up the phone today in order to discover what options are available to you.

## Something different ...

At Deverell Smith Recruitment, we don't believe that things are always black or white – we often see plenty of grey areas.

We therefore created an area of our business called 'something different' to represent the very different areas and roles that we are asked to work on. All the information is on our website.

<http://www.deverellsmith.com/something-different>

It's also a good chance for people to explore what else is out there so happy browsing!

# Why use us?

- We don't waste your time. Our honest and open approach means you will always know how your application is being processed and receive informed advice on how to achieve your career goals.
- We keep you informed. Our consultants will regularly be in contact with you providing feedback and advice.
- We offer tailor-made recruitment solutions. In most cases the right career or job opportunity doesn't simply fall in to your lap. We go out in to the property market and speak to decision makers to find the right opportunity for you.
- We personally interview and assess every potential candidate to ensure their skills and experience match those required by our clients. We listen to our candidates' needs and advise the best course of action to achieve their career goals.
- What if you're not successful? If you don't get the job we won't stop there, we will offer you career advice and will offer alternative job options that will help you reach your career goal.
- Every consultant has had a background in property. We understand the industry like no other recruiter and are in the best position to offer advice.
- All of our consultants have undergone a 3 month intensive training programme headed up by some of the UK's most influential recruitment advisors. Our consultants are trained to provide the best possible service to identify our candidates' specific needs and to advise the best course of action.
- Deverell Smith Recruitment has specialist departments representing the key areas within the property industry. These departments are managed by dedicated and experienced consultants.

- We have a specialist temporary department **that offers temporary or contract roles exclusively to property professionals.**
- Our reputation precedes us; 60% of Deverell Smith Recruitment's business is generated through referrals. Our reputation ensures that high profile candidates and clients come to us and usually only deal with us.
- We offer psychometric and skills testing to our candidates and clients. We use these results to show our clients your skill levels; you are 95% more likely to get an interview if you have evidence to back up your skills.
- Deverell Smith Recruitment is on the PSL of London's most high profile property companies. We have exclusive access to highly sought after job opportunities.
- Deverell Smith Recruitment regularly attends and holds industry networking events.
- Andrew Deverell-Smith regularly comments on recruitment and market conditions in publications and journals.
- We are not just a recruiter; we have access to information from many external sources including economic consultancies and legal organisations. We offer all of our clients and candidates information, advice, bespoke market reports and salary surveys. We use this information as much as possible to put our candidates in the best position possible to get the job of their dreams.
- We don't just stop there. When we have found you your ideal job role we will be in regular and constant contact with both you and your employer. We can offer impartial advice ensuring that you fly through your probation period.
- Less than 5% of our candidates leave during their probation period. Over 85% of the candidates we have placed are still with our client after 12 months of employment.



➤ In our recent survey:

- 97% of respondents (clients and candidates) rated Deverell Smith Recruitment as the best recruiter they have used.
- 93% of respondents (clients and candidates) said they would refer Deverell Smith Recruitment on to friends.
- Over 90% of candidates achieved a 10% pay increase in their new position.
- Over 90% of respondents rated our service as good or excellent.
- 40% of the candidates we present are invited to interview.
- 55% of candidates that are interviewed are offered jobs.

➤ That's just over 1 in two meetings result in an offer. We're proud of this statistic; we believe it proves that more often than not we get it right.

# Who are we?

Deverell Smith Recruitment was founded in early 2006 to serve the leading property professional partnerships throughout London.

Based in the heart of London's West End, our client base now includes all the major UK property advisers and agents.

We commenced international operations in the Middle East and Continental Europe in 2007, serving the leading international domestic and commercial property agencies.

In 2009, Deverell Smith Recruitment started the provision of temporary and interim staff to our core market, making us a major force within the industry.

Our rapidly growing business has six specialist, multi-staffed desks, each supplying trained and experienced personnel throughout the property disciplines.

Continual training and career development has kept year-on-year growth ahead of budget despite the recent economic downturn.

## Our team



### **Andrew Deverell-Smith – Managing Director.**

Started the firm in April 2006 after building a successful career in property recruitment in the Capital. Since setting up the business, Andrew has set out to make Deverell Smith Recruitment a scion of excellence in the recruitment industry. Working with all the leading players in the property industry, he has personally brokered some of the biggest moves in the market and is one of London's highest profile recruitment professionals.

### **Richard Wilson – Head of Agency.**

A former Professional Golfer, with a diverse and exciting Sales background, Richard joined Deverell Smith Recruitment in January 2008. After a successful stint as a consultant Richard was promoted to run the Estate Agency desk in January 2010. The Estate Agency team focuses on Sales and Lettings positions across many of the countries leading agents. Richard's aim is to grow market share, and cement their place as the recruiter of choice for the country's best large and small Estate Agents.



### **Emma Timothy – Head of Secretarial & Support and Property Management.**

Emma joined Deverell Smith Recruitment in 2006 after spending 8 years living and working in Spain where she gained considerable experience of working in property sales at a large Spanish-based property firm. Emma now heads up both the Property Management and Secretarial & Support teams at DSR and has successfully managed several of London's largest Property Management placements in 2010.

### **Carly Wardley – Head Of Temporary Recruitment**

Originally from Perth, Australia, Carly has a long track record of working in the property industry, both here in the UK and back in Australia. Carly is building Deverell Smith Recruitment's temping department and is placing temporary staff in all areas of the property arena.



# Corporate and social responsibility

Deverell Smith Recruitment is an environmentally-aware, socially-conscious firm which believes that making money is not simply the be-all-and-end-all of life.

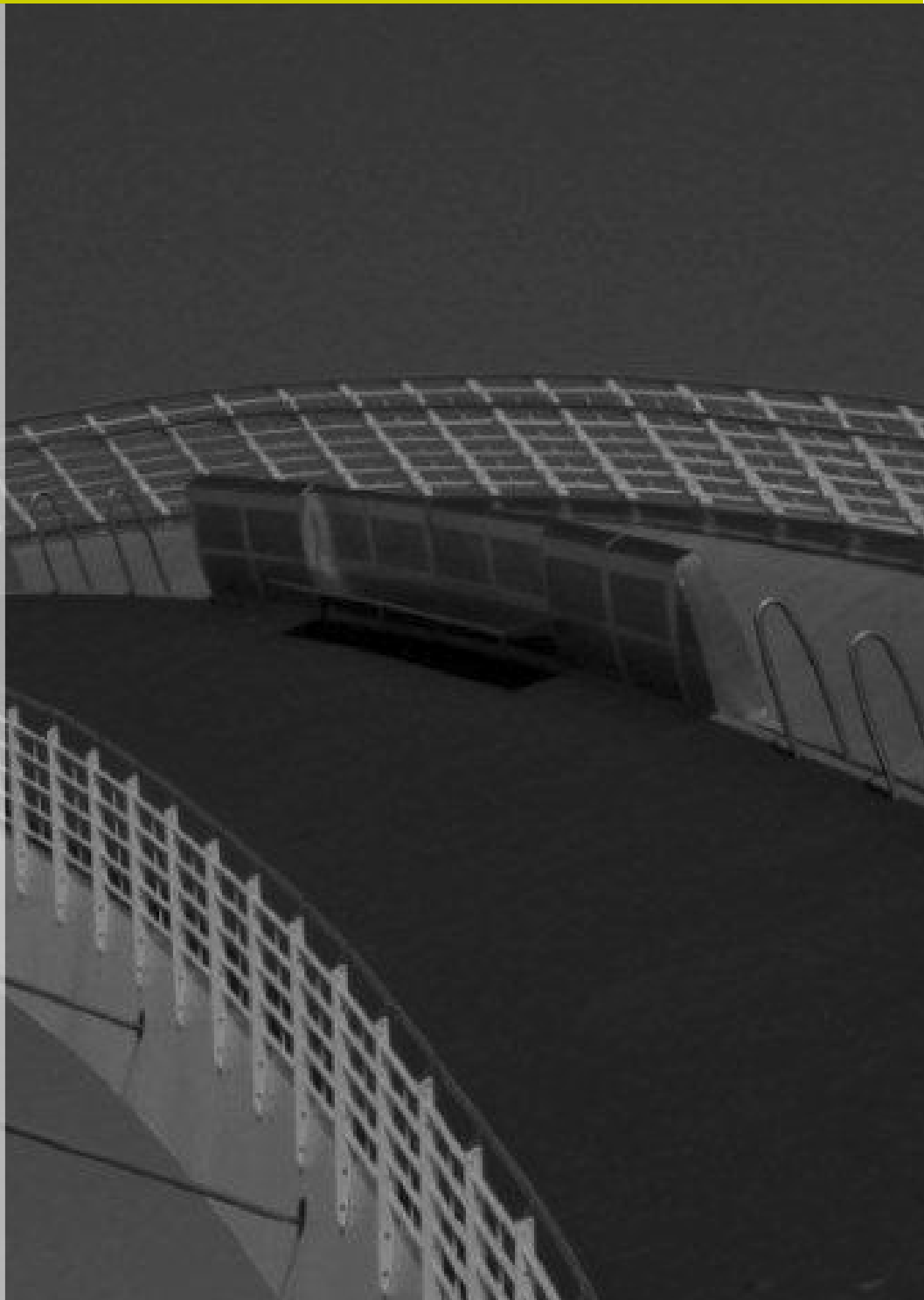
We have implemented an in-house environmental policy and are committed to reducing our energy consumption and material waste.

Every member of staff is committed to doing one thing for a charity of their choice every year.

The firm is also keen to support any of its clients' fundraising activities, as well as supporting events such as the annual King Sturge Property Triathlon.

*"People rarely make the effort to give praise, so I felt it important to let you know how impressed I have been with Richard. Firstly, he always seems to get the best vacancies compared to other companies. His tenacity, true enthusiasm for his chosen career and telephone manner are streets ahead of other agents I have dealt with. I believe he is a valuable asset to the company and will go a long way in his chosen career."*

*"It was a pleasure meeting you yesterday. I must say I don't often come across people in property recruitment who have gained experience working in the sector. So, meeting you has been a breath of fresh air. I have had 4 interviews so far, you have been the only person who has given me enough information about their client; what it tells me is you have the interest of your client, (and your candidates), at heart. A different and welcomed approach. Thank you."*





## Where to find us



0207 291 0900  
www.deverellsmith.com

### West End

Edinburgh House  
40 Great Portland Street  
London  
W1W 7LZ

### Mayfair

20 Hanover Square  
Mayfair  
London  
W1S 1JY

