

A HRM CASE STUDY

HRM's Office Support business looks here, there and everywhere for PA's who can support executives who need to be here, there and everywhere.

THE CLIENT

This client organisation is a multinational Insurance organisation employing 60,000 people globally and serving customers in more than 170 countries. This is a dynamic company where the culture is one of innovation, competitiveness and enthusiasm.

THE NEED

A senior HR Manager approached HRM office support directly to recruit an Executive Assistant to support the Director of a new division. The role was urgent and a hire had to be made within days. Due to the time constraints, the client requested that they only interview two high calibre candidates. This role required a senior PA professional with at ten years experience, involving international travel itineraries and extensive diary management.

THE SOLUTION

Using a variety of search techniques including HRM's extensive networking database and talent mapping we identified ten senior level candidates we felt would be suitable and contacted them regarding the position. Having spoken to all candidates we selected the two most suitable to present to the client. The hiring Director met with both Executive Assistants and was extremely impressed with their levels of experience, professionalism and suitability for the role. After in-depth and extremely thorough interviews, one candidate in particular was the right fit for the client. A decision was made and an offer was delivered, the candidate was extremely happy and accepted immediately. In total, the process lasted only three days. The candidate is still working in the position, and feedback is excellent from both the hiring director, the HR department and the placed candidate.