

## Case Study

Sector: Media  
Client Requirement: Project Coordinator  
Basis: 1 x Permanent Role

### The Situation

The client is a leading Media organisation and due to the need to build 3 new print sites across the UK they wanted to strengthen the project team by recruiting an experienced Project Coordinator with strong MS Project and Excel skills, as well as experience in managing risk and issue logs.

Wellingtone were selected with a number of other recruitment agencies (including other project management specialists) to help source for this requirement.

### The Wellingtone Process

Understand > Source > Assess > Introduce

The initial step was to understand the exact requirements to ensure we only sent candidates that we were confident the client would want to interview. So we discussed in-depth the responsibilities of the role and the attributes required by the successful candidate should possess.

The discussion allowed us to proceed with a clear understanding through which we were able to source / shortlist candidates from within our own internal database and create targeted adverts to be placed at:

- Wellingtone.co.uk: which has a traffic ranking in the top 7.72% of all websites (Alexa) and receives generally high search engine ranking
- Partner sites: jobs displayed on wellingtone.co.uk are automatically listed on a network of other prominent Project Management websites
- External Job Boards: we have full access to the UK's leading job boards

The shortlisted candidates completed a two step assessment process. This consisted of a high level evaluation against the role requirements and then a detailed technical interview with one of the Senior level Wellingtone Project Management Consultants. This enabled us to assess the candidates' project management competencies against the role requirements. The results were used to create the final candidate shortlist for submission.

### The Outcome

We introduced 4 high calibre Project Coordinators to the client and 1 was successfully placed on a permanent basis.

Quotes

"Wellingtone provided 4 CVs which fitted our requirements well and we made an offer to one of these candidates"

HR Manager

A Software Localisation Company

"A very quick, professional and friendly service, we recruited 2 senior level contractors in a very short amount of time"

HR Manager

Central Government Agency

"Wellingtone helped us quickly recruit a Project Manager that matched our needs exactly. Thank you!"

Head of Communications

A Global Charity

"Wellingtone provided us with an excellent contractor, with her deep IT experience she yielded a very professional and pertinent piece of work for the organisation. I would thoroughly recommend Wellingtone to others."

Systems Director

Travel Insurance Specialist

"Reliable, dependable providing a guaranteed service"

Resource Recruitment Manager

Global CRM Solutions Provider