

Technical Recruitment Specialists

# About Us

Since our formation in 1994, Probe has grown into a highly professional and diverse recruitment organisation. We understand how difficult it is to find and retain the right people, so by specialising and focusing our efforts, Probe has become a market leader and our portfolio includes many blue chip organisations which is a testament to the high quality of services we provide. We value our relationships and provide personalised care to clients and candidates throughout the entire recruitment process.

Probe is formed by a nucleus of industry specialised consultants who are experts in their active fields. An in-depth market knowledge of recruitment, outplacement and human resources ensures we are able to offer a prompt and dedicated service. Our success has been achieved by understanding our clients needs and practices in order to resource the right candidates for their roles.

We have instant access to our own extensive database of both permanent and contract candidates together with specialist search & selection tools that cover all disciplines and industries meaning we are able to supply a superior, effective and cost efficient service.

## Our Focus in the Technical Marketplace

Our in-depth market knowledge of technical recruitment, outplacement and human resources, ensures that we are able to deliver quality driven, prompt and dedicated services. We have developed a philosophy that focuses upon attention to detail, speed of response, added value and cost effectiveness.

Our growth has been built on a solid foundation of understanding our clients' needs and practices and resourcing the right recruitment solution for their needs through our specialist Divisions.

Just some of the Technical sectors we cover:

- |                     |                           |                   |
|---------------------|---------------------------|-------------------|
| Automotive          | Automation                | Aerospace         |
| Chemical Processing | Consumer Goods            | Defence           |
| Distribution        | Electronics               | Food & Drink      |
| FMCG                | Heavy Engineering         | Manufacturing     |
| Marine              | Power & Nuclear           | Pharmaceutical    |
| Rail                | Special Purpose Machinery | Water & Utilities |



## Our Services

- Permanent Recruitment
- Retained Assignments
- Master Vendor Agreements
- Web Vacancy Advertising
- Job Analysis / Benchmarking
- Contract / Temporary Recruitment
- Executive Search & Selection
- Managed Advertising Campaigns
- Psychometric Profiling
- Competency Based Interviews

## Our Tools

Using state-of-the-art recruitment software and our extensive candidate database enables us to pinpoint the right candidates quickly and efficiently. All of our clients' vacancies are advertised on our own website together with specialist job boards free of charge.

## Our Quality Commitment

Our commitment to quality is paramount in ensuring a professional level of service. Continuing reviews of our procedures and systems ensures that we maintain and continually improve our standards to ensure that we offer an un-paralleled level of service to our clients.

## Benefits of using Probe:-

- Designated Consultants to **focus** on a quality and timely service delivery, building long term, strong relationships to add on-going value to your organisation.
- A tailored approach to meet the needs of each client we are representing.
- Competitive rates for both Permanent & Interim placements. Our pricing is straight forward - **NO HIDDEN FEES & NO SURPRISES.**
- We promote the benefit of working for **YOUR** business and make sure we only match people who suit your company's culture.
- Consultation is offered on interview techniques, skills & psychometric testing / benchmarking, remuneration packages and changes to employment law & legislation.

## Our other Specialist Divisions:

- Finance & Accounting
- Human Resources
- Sales & Marketing
- Office Support / Secretarial

Please contact us for further information about our Business Services Division

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# Maintenance

“Our Reputation within Maintenance Engineering Recruitment is your guarantee of an unparalleled service”

We have operated a dedicated maintenance recruitment division since 1998, which focuses on supporting Industries across the UK and our specialist team have worked in the sector for the past 20 years, combining in-depth experience with dedication and commitment. By working exclusively within the maintenance sector we understand the needs of the industry and are therefore able to meet your requirements to the final detail.

Our staff are technically astute and have a real understanding of modern maintenance practices, equipment and the sectors that utilise the skill set, they are simply not just “buzz words” to us. As a result, we have a clear focus on the technical expertise you require whilst still appreciating the importance of interpersonal skills.

You will be working with an industry specialist run by industry specialist consultants who are available to advise you on a wide variety of career opportunities. This not only includes job matching for the candidate, but also extends to advising clients and candidates alike, on salaries and market trends.

Our relationship with both candidates and clients, gives us the ability to select the right candidate for the right job at the shortest of notice, allowing us to work across all sectors and levels in both contract and permanent assignments alike.

Through our experience, professionalism and reputation we have secured preferred and sole supplier status with clients within a wide range of industries from single sited maintenance service providers through to major automotive manufacturers.

## Roles Covered:

Maintenance Managers

TPM Consultants

Multi Skilled Technicians

Electrical Engineers

Robot Technicians

Maintenance Supervisors

Plant Installation Projects

Maintenance Electricians

Controls Engineers

Condition Monitoring

PM / CMMS Integration

Shutdown Projects

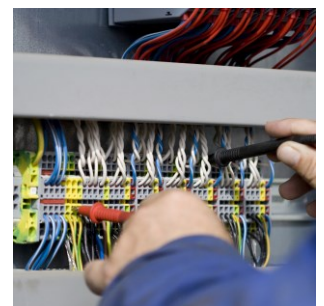
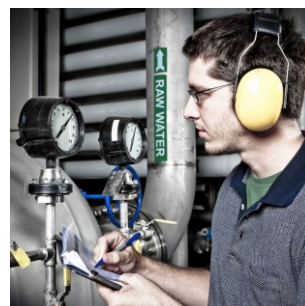
Maintenance Fitters

C&I Technicians

Plant Technicians

## Benefits of using Probe

- A friendly non aggressive consultancy approach to maintenance recruitment
- Access to an internal database of over 9,000 maintenance professionals
- A dedicated recruitment team that *really* understands the maintenance sector



The Design / Research & Development division are equipped and experienced specialists at sourcing engineers at all levels for either permanent or contractual opportunities, covering all aspects, needs and demands of a modern engineering customer base. From blue sky concept design, research and development, right through to design for product launch, whatever your Design, Development or Research roles are we have the tools and knowledge to react quickly and provide you with top class engineers.

## Manpower Resource

This service is aimed at providing contractual and permanent engineers at short notice, to work either on or off site. These engineers have all been interviewed and screened for their qualifications, suitability and experience and many have a strong working history supporting our customers with their project workloads.

## The Complete Design Solution - 'Man & Box'

Not only can we find the right staff for our clients but we can also supply the 3D CAD systems on site. We appreciate that not all companies have as many seats of CAD as they would like, hence, if the job needs to be done quickly we can provide the complete solution of 'Man and Box'.

## Off-Site Design Resource

Probe still operates as a Design House through our sister company, Probe Design Solution and we can undertake client projects direct from our offices and have the skill sets and experience to undertake projects from blue sky concept / industrial design stages, through full project design and development right through to final manufacture. Examples of projects undertaken can be seen at [www.probedesign.co.uk](http://www.probedesign.co.uk)

We also can offer our office space over to clients looking to take a sensitive project off-site but utilise their own staff in a secure environment.

## Key areas of specialism:-

- 3D & 2D Cad Design
- Research & Development
- Finite Element Analysis
- CFD - Thermal, Fluid Flow & Dynamic
- Process Engineering
- NVH - Noise & Modal Analysis
- Project Engineering
- Test - Durability, Calibration, Feasibility
- Prototype Engineers
- Value Engineering



# Manufacturing & Production

We are proud to boast a comprehensive and unrivalled industry knowledge which is an essential tool when recruiting within the Manufacturing sectors. It is vital that we have an in depth understanding and knowledge of how our clients manufacture their products and the sectors they in turn service.

The Manufacturing & Production Division specialises in the provision of workers throughout all manufacturing & productions environments including manual, semi skilled operators and skilled engineers up to senior management positions.

Our qualified Consultants have over forty years combined experience of recruiting within this sector and their knowledge of clients and candidates is second to none, this allows us to identify the most appropriate individual within a short timescale often reducing the time a client has to wait before being introduced to exceptional candidates.

With our extensive knowledge and experience of recruitment solution methodologies we can guarantee that Probe is able to meet all your engineering and skilled trades recruitment needs, within our specialist areas of Mechanical, Electrical, Production, Fabrication, Manufacturing and Machine Shop.

## Key Areas of Specialism

Manufacturing Management  
New Product Introduction  
CAD/CAM Programming  
Process Engineering  
Machining  
Project Management  
Fabrications

Tool Making  
Operations Management  
Precision Machining  
Materials / Resource Planning  
Supply Chain & Logistics  
Health, Safety & Environmental  
Purchasing

## Some of the Roles we Cover:

Manufacturing Engineer  
Manufacturing Technician  
Manufacturing Manager  
Operations Manager  
Tool Maker / Tooling Engineers  
Materials/Resource Planner

CAD/CAM Programmer  
Programme Manager  
Production Manager  
Engineering Manager  
Purchasing / Supply Chain / Buying  
Logistics Supervision / Management

NPI Engineer  
Project Engineer  
Production Engineer  
General Manager





## Quality Is not Expensive, it is priceless...

In an ever demanding and ferociously competitive world of business, more astute companies are aware of the adages “Quality Vs Cost” or “The Cost of Quality”. They therefore understand the importance and benefit of working within a robust quality infrastructure adopting an ever evolving system which affords them the ability to consistently produce goods and service to a specification and standard that will ensure they remain profitable and competitive whilst delivering first class products.

We are aware that this is only half the battle and that any Quality system may fail if the appropriate, suitably qualified people are not in place to maintain and develop the processes, carry out audits on suppliers and customers alike as well as auditing their own in house systems.

Our team of industry qualified consultants can proudly boast more than 20 years combined recruitment experience within the quality arena, having placed a broad range of candidates such as Quality Inspector; Engineer, Manager and Director to all sectors of the manufacturing and production world.

## Standards and Systems Include:

Continuous Improvements

AS9100

ISO:14000

Lean Manufacturing

TS16949

QS-9000

Six Sigma

ISO:9000

ISO:18001

## Skill sets:

Inspection

SQA / SQD / STA

Health & Safety Engineers

CMM Programmer

Conformance Engineer

SHEQ / QUENSH

Quality Engineer

Process Engineers

Quality Systems Engineer



## Human Resources

The Human Resources department has become increasingly important and vital in today's professional business culture.

As an essential part of business, this is without doubt an area that requires carefully chosen personnel who impact on an organisations most valuable asset. Operating in staff retention, employee development, succession planning, work force strategy, employment law, health and safety and corporate strategy (just a few of the many disciplines contained within this busy environment) professionally qualified HR personnel are fundamental to the continued success of a business. The growing diversity of this occupation and the need for niche specialists, critical in key areas, requires expertise and understanding to successfully fulfil requirements.

Whether you are looking for a HR professional who is at the top of their field or one who is embarking on an exciting career, we will provide you with a service based on your specific requirements and candidates that meet your needs.

## Accountancy & Finance

As finance continues to look towards a future of doing more with less, the importance of recruiting and retaining finance professionals with the right commercial ability has never been more important.

The success and effectiveness of recruiting finance individuals for your business at an appropriate level of professional qualification and industry background is paramount and we should never forget the importance of employing candidates with the drive and ambition to support your immediate and long term needs.

Accountancy and Finance provides Professionally Qualified (CIMA, ACCA, CGMA, and ACA) permanent, interim and contact staff. These appointments range from Part-Qualified through to Finance Directors and CFO's with many years PQE. We also supply accounting support staff across the finance function.





## Sales & Marketing

Excellence in sales and marketing is essential to the success of every business. The UK's brightest sales talent is knowledgeable, ethical and professional in their approach and raise the profile and reputation of the organisations they work for.

Sales positions encompass a wide range of individuals, working in a host of different industries, requiring specialist skills in product knowledge and account management. Every successful appointment in a sales team is based upon thorough knowledge of the particular position, the company culture and the specialisms of an organisation.

We will take the time to fully appreciate and understand the substance of your requirement and search to find the candidate with the success, drive, business acumen and knowledge to be successful in your organisation.

## Office Support

Let us not forget the importance of our administrative support staff within an organisation. Secretaries, General Administrators and Office Managers are often the people that make the first impression of your organisation and play a vital part in the day to day operation of any business.

Good administrative staff who are reliable, accurate, conscientious, committed and who have great organisational skills can be as scarce as the most qualified industry specialist you have ever recruited. Proficient staff with the right attitude often become some of our most important and trusted employees.

We are committed to finding the right individuals that will make a difference to you whether you have a short term, temporary or full time requirement.



# Our Services

## Permanent Staff Recruitment

In order for any organisation to succeed, they need to ensure that their staff are the best available that money can buy. We offer instant access to a wealth of suitable candidates via our bespoke recruitment database, whereby we match your requirements with theirs.

Our success in fulfilling our clients' needs has been built upon the development of long term relationships, providing an individually tailored service to form a mutually beneficial recruitment partnership.

## Contract / Temporary Recruitment

Using contract / temporary staff gives you a level of flexibility that would otherwise be unavailable through permanent staffing. They can be hired in a matter of days and can be released without fuss at the end of the project. They work directly under your control and supervision as a member of your team.

As contract staff are paid only for the time spent on the assignment, via a signed customer timesheet, with no charge being made for sickness or holiday (except where required by law), we only invoice for actual hours worked. Without the hidden employment costs your company can benefit from greater control on HR budgets.

Your requirements can be met immediately, or can be planned weeks in advance to ensure the minimum of disruption and thus maximise efficiency and profit as our speed and reliability of service is second to none and we have a respected name in the market place, ensuring our clients turn to us time and time again.

## Contingency Search

This is by far the most common form of recruitment on a no win - no fee basis. By its nature this approach is more passive than executive search in that it tends to rely more heavily on the candidate approaching us by means of application via an advert seen either in an industry specific media publication, newspaper or on a website job board.

## Retained Search

This is when a client engages to exclusively work in partnership with us to manage a specific recruitment campaign within a designated period of time. It is particularly effective for technical and niche market targeted recruitment campaigns in order to bring to the business a specialist skill set or knowledge. As a retainer fee is paid on commencement which in certain circumstances may become repayable it is often seen as a low risk process to the client even though our commitment to the assignment is increased

## WEB Site Vacancy Advertisement

All vacancies within Probe are posted directly to our site together with the major UK Jobsites. These sites are visited by candidates daily, resulting in significantly high numbers of new applicants for each position. This ensures your vacancies are given the best possible opportunities for prospective candidates to review, whilst retaining your anonymity at the same time.

### Advertised Search (Client Paid)

An approach that encompasses several medias including job board advertising, talent bank evaluation, radio and possibly television. As always, this solution is dependant upon the Clients brief and is managed by a Senior Consultant.

Utilising many relevant media publications and specific industry advertising websites on a daily basis, we can provide Clients with access to these mediums for the purpose of direct Client advertising of vacancies should you wish. Typically, advertising response would be filtered and dealt with by Probe Business Services on behalf of our Clients.

There are certainly benefits to conducting such an advertising campaign! - Our Clients enjoy the privilege of seeing their company, its products, services, and vacancies viewed by a global industry audience therefore strengthening their brand.

### Executive Search

This is a consultative process for senior executive and managerial positions. The demand for top talent has never been greater and organisations today, regardless of industry or location, seek experienced, credible leaders with the vision and skills to design winning strategies and motivate others.

We are uniquely positioned to assist that executive search. Our services are designed to be accessible, accurate, cost effective and tailored to your needs as there is no prescriptive solution.

We offer a general overview of how we go about providing you with the service you seek as no two consulting projects are the same and we expect to bespoke each assignment to reflect your particular scenario.

### Candidate Profiling and Psychometric Testing

We can manage and facilitate both in house and external service for individual and team PPA's (Personality Profile Analysis) ensuring that all candidates interviewed are the correct cultural fit to enhance your business. We are also able to provide a full 360 degree analysis of a team or undertake personal analysis of individuals. By the thorough undertaking of this comprehensive service you can rest assured that all candidates are treated equally on your behalf.

### Assessment Centres

Depending on a client needs we are able to design and run a bespoke assessment centre to meet the on-going demands of their business. They typically include alpha / numeric testing, role play and group exercises as well as presentations and interviews.

### Leadership Services

We often work in a close relationship with our clients on confidential and sensitive issues, such as succession planning, evaluation and development of leaders. Each assignment is a completely bespoke service specifically relevant to the clients' requirements.





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