

# NSTR<sup>®</sup>

## BUSINESS SUPPORT

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### OUR EXPERTISE

Established in 2017, NSTR is a market leading recruitment consultancy headquartered in Manchester. The Business Support team specialises in recruiting temporary and permanent staff for secretarial, customer service, management and transactional finance roles. We place talented candidates at all levels, from junior administrators and graduates to Heads of and niche Management appointments, into a series of exceptional roles with our clients.

We are truly passionate about what we do and our deep understanding of the National Business Support market we operate in enables us to add tremendous value to clients and candidates alike. NSTR has a commitment to exceptional service to the people, clients and candidates alike, that rely on our experience and expertise.

Our network extends beyond Manchester, into London and the other major UK cities through to offshore and international locations worldwide.

### OUR STRATEGY

We offer a number of services & solutions to make recruitment as streamlined as possible. We appreciate the time it takes to recruit the right person, therefore, have invested different tools and practices to ensure a smooth process from start to finish.

With several years of experience, the Business Support team uses a variety of methods to source the best candidates across all markets. From our industry-leading database, to active networking and targeting advertising campaigns, we ensure that we cover the market efficiently and thoroughly.

### OUR METHODS

Advertising – Free advertising on a multitude of national job sites with advertising packages including targeted branding

Video Interviewing – A live two-way video interview tool that allows us to meet and screen candidates online. These can be recorded and shared with clients through secure links

Market Insights – Using UK wide data across three data pols, we can provide salary benchmarking, market information and time take to fill a vacancy.

Networking/headhunting – Using our combined years of experience and extended network, we can match clients and candidates appropriately.

### JOB TYPES

Receptionist  
Administrator  
Executive Assistant  
Personal Assistant  
Office Manager  
Project Officer

Customer Service Advisor  
Complaints/Retention Advisor  
Sales Order Processor  
Customer service Manager  
Team Leader

Resourcing Co-Ordinator  
Business Development Manager  
Operations Manager  
HR Administrator  
Marketing Administrator  
Sales Administrator

Accounts Administrator  
Finance Assistant  
Payroll

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### SECTORS

Technology  
IT  
HR  
Insurance  
Retail  
Property & Construction  
Supply Chain  
Manufacturing  
Engineering  
Customer Service  
Telecoms  
Medical  
Law  
Logistics  
Marketing  
Finance

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## BUSINESS SUPPORT TEAM

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**ALEX BOYLAN**  
HEAD OF BUSINESS SUPPORT

Alex is highly experienced in recruiting permanent and temporary office support roles, from junior and graduate level to senior management level.

She prides herself on her candidate and market knowledge and believes that building strong relationships coupled with open communication are the key to successfully placing candidates.

Alex can support with volume and niche recruitment campaigns through to bespoke level roles within office support functions alongside offering expertise on market insights for candidates and clients alike.



**STEVE LUNT**  
CONSULTANT

Steve focuses on finding immediately available candidates for Customer Services based roles. He is experienced in recruiting volume campaigns for the temp market.

He prides himself on being able to create great relationships with both clients and candidates in order to ensure satisfaction to all parties through the recruitment process.

Steve can support with roles from immediate start contact centre advisors through to complaints handlers and skilled sales order processors both temporary and permanent roles.



**NICK SIMONS**  
DIRECTOR

Nick is NTSR's Director for External Audit & Tax recruitment. He has over 8 years' experience in successfully placing candidates from Senior to Partner level and has established numerous relationships with leading accountancy firms and professional services organisations in the UK & Overseas.



**TOM ROGERS**  
DIRECTOR

Tom has over 12 years recruitment experience, specialising in accounting practice and with a particular focus on the Corporate Finance market across the UK.

Tom was trained at a leading Plc recruitment business and latterly was a Director at a boutique recruitment / search firm in Manchester.