



# The **1st Choice** for recruitment



Matching **talent**  
with **opportunity**.

**The 1st Choice for recruitment**  
in Bedford,, Chester, Milton Keynes &  
Wyboston.

[www.1stchoicerec.com](http://www.1stchoicerec.com)



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# About us

At 1st Choice Recruitment, we've been connecting talented individuals with outstanding opportunities for 35 years. Established in 1989, we have grown into a trusted and reliable recruitment partner for businesses and jobseekers alike.

Our expertise lies in recruiting temporary, permanent and contract staff across Bedford, Milton Keynes, Wybsoston and Chester. We pride ourselves on our in-depth knowledge of the local job market, backed by long-standing relationships with businesses in the areas we serve.



What sets us apart is our unwavering commitment to trust, reliability and first-class service. Our experienced and passionate teams work collaboratively to deliver exceptional results, whether we're supporting a one-off placement, fulfilling large-scale recruitment needs or providing a consistent temporary workforce.

With a combined management experience of over 120 years, we are proud of our reputation for honesty, professionalism and success in the marketplace. At 1st Choice, we ensure every interaction reflects our values, building trust through proven results and a people-first approach.

If you're seeking a recruitment partner who understands your needs, delivers on promises and values every client and candidate, 1st Choice is here to help!

Let us match talent with opportunity and take the next step together.



# We're pleased to meet you!

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At 1st Choice, our dedicated team of professionals bring a wealth of experience and a passion for connecting the right talent with the right opportunities. Get to know our leadership team who are committed to helping you achieve your career and hiring goals.



## Claire Phillips

Operations Director – Bedford Branch

I've been with 1st Choice Bedford since 2001 and have over 20 years of experience in recruitment. I'm passionate about leading a team that feels like family, delivering top-notch service, and building lasting relationships. Helping connect the right candidates with the right opportunities is what drives me every day.



## Lizzie Maclaine-Donaghy

Operations Manager – Wybston Branch

With nearly 30 years in recruitment—28 at 1st Choice Recruitment—I've grown from Recruitment Consultant to Operations Manager. I'm passionate about partnering with clients to secure top talent and leading with honesty, respect, and trust. I feel fortunate to work in an industry I love, with a company that values integrity and ethics.



## Lez Finlay

Operations Director – Chester Branch

As Operations Manager at our Chester branch, I bring extensive experience in industrial, commercial, technical, and engineering recruitment. I've built and led successful teams, helping businesses find the right talent. Passionate about delivering tailored staffing solutions, I'm committed to making a real impact in this industry.



## Patti Sidhu

Operations Manager – Milton Keynes Branch

With nearly 25 years in recruitment, I'm passionate about finding solutions and empowering businesses and candidates. I've worked with diverse groups, including BAME candidates, helping them overcome challenges and build confidence. Integrity and honesty are at the heart of everything I do.



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## Register with us

Are you looking for a new role?  
Fill in our quick registration  
form and join our talent pool.







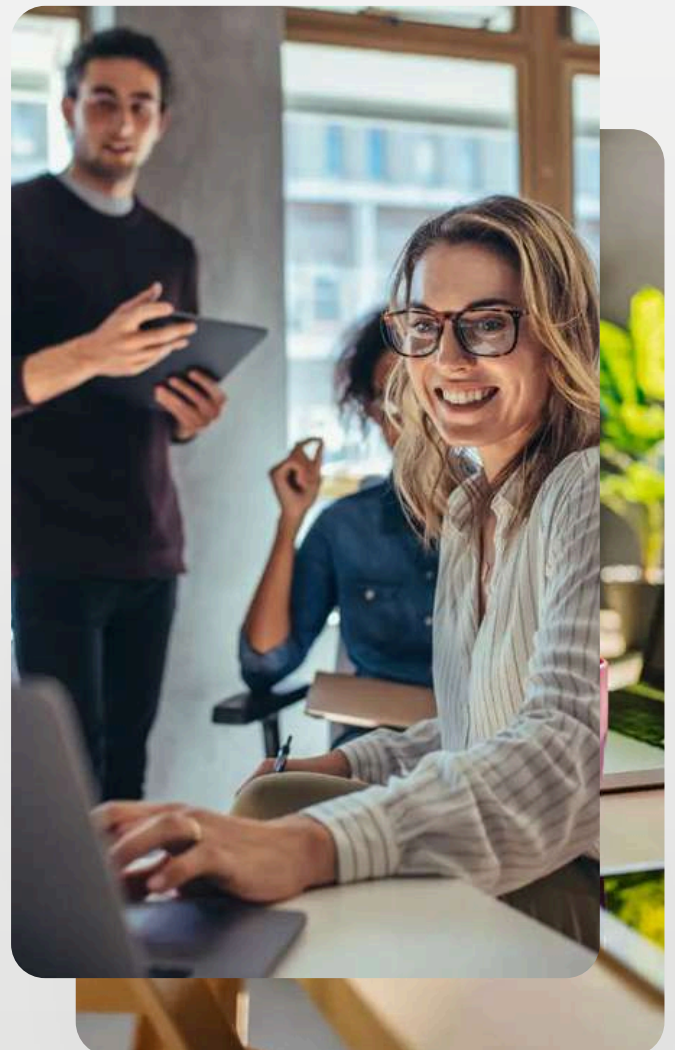
## Our expertise | Diverse experience that delivers

What truly distinguishes 1st Choice Recruitment is the depth of expertise we've cultivated since 1989. Our combined management experience of over 120 years isn't just a number – it represents countless successful partnerships, challenges overcome and careers advanced across every sector imaginable.

Our proven track record speaks for itself:

- Deep expertise across the entire business spectrum – from dynamic tech startups to industrial powerhouses – giving us unique insights that benefit every client we serve.
- Seamless delivery of both complex, large-scale recruitment campaigns and specialist individual placements, because we know every hire shapes your business future.
- Outstanding temporary staffing solutions that consistently deliver reliable, skilled professionals who make an impact from their first day.

Trust and integrity aren't just buzzwords at 1st Choice – they're the foundation of our success. We've built lasting relationships by staying true to our values: honest conversations, professional service, and a genuine commitment to putting people first. When you partner with us, you're choosing a recruitment ally who's invested in your success.



# Services

At 1st Choice Recruitment, we understand that every business has unique needs, and no two recruitment challenges are the same. That's why we offer a comprehensive range of flexible recruitment services, tailored to match your specific requirements. Whether you're looking for immediate temporary support, long-term permanent hires or skilled contract professionals, we've got you covered.

## Temporary recruitment

When you need reliable, skilled staff to step in at short notice or during peak periods, our temporary recruitment services provide the ideal solution.



## Permanent recruitment

Finding the right long-term hire is a critical investment for your business. Our permanent recruitment services are designed to help you secure top talent who will drive your business forward.



## Contract recruitment

For project-based or interim needs, our contract recruitment services provide skilled professionals who can hit the ground running.



# Technology-enabled excellence

At 1st Choice Recruitment, we've invested in Vincere, a powerful recruitment platform that enhances every aspect of our service delivery. This best-in-class technology enables us to offer you faster, smarter and more transparent recruitment solutions.

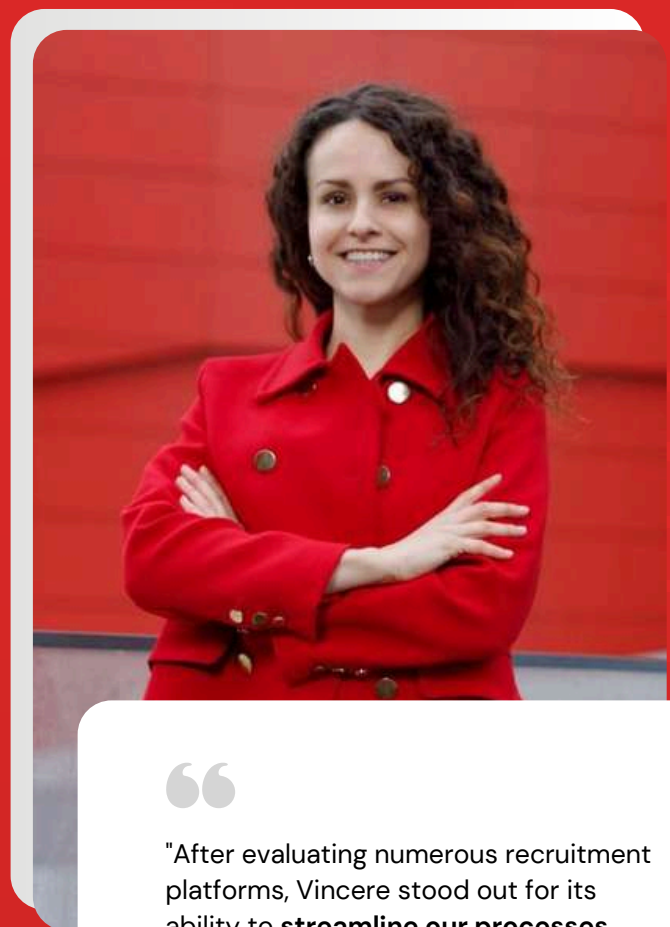


## How Vincere benefits our clients

- **Seamless job distribution** across major job boards and social platforms, ensuring your roles reach the widest possible talent pool.
- **Sophisticated candidate matching** that combines AI-powered screening with our human expertise, ensuring you see only the most relevant talent.
- **Streamlined interview scheduling** and feedback collection, making the hiring process smoother and more efficient for your busy team.
- **Advanced analytics and reporting** capabilities that provide valuable insights into your recruitment metrics and help optimise your hiring strategy.

By integrating Vincere's cutting-edge features with our 35 years of recruitment expertise, we deliver a service that's both highly personal and incredibly efficient.

The platform's robust automation handles the administrative heavy lifting, freeing our experienced consultants to focus on what matters most: understanding your business needs and finding your perfect match.



“

"After evaluating numerous recruitment platforms, Vincere stood out for its ability to **streamline our processes** while **maintaining the personal touch** our clients value. It's more than just a CRM – it's a tool that empowers our teams to do what they do best: **connect great talent with great opportunities.**"

”

**Tony Boorman**  
Managing Director



# Our process.



If a job is worth doing,  
**it's worth doing well.**

Once we fully understand your business, it's culture and challenges we quickly get to work putting your vacancy to market.

We like to visit you to enable us to promote your Company and it's opportunities comprehensively and with enthusiasm.

## Understanding the vacancy

- Meet to understand the role, department, and its culture
- Discuss the preferred candidate profile
- Agree on required skills evaluations
- Set a recruitment project timeline

## Organise interviews

- Organise and confirm interview with all parties
- Arrange a suitable location if needed
- Fully prepare the candidate
- Facilitate three-way feedback
- Repeat for the second interview stage if necessary

## Identify suitable candidates

- Search through our registered candidate pool
- Utilise job boards and other advertising channels
- Actively source candidates
- Conduct initial candidate screening
- Perform face-to-face registration, ID, and RTW checks
- Undertake skills evaluations as needed
- Shortlist and send CVs to you

## Final completion stage

- Consult with you on the decision or next steps
- Make a verbal offer
- Confirm the potential start date
- Guide the candidate through resignation to minimise risk
- Issue an offer letter if needed
- Complete final reference checks if required

# Who we work with.

From highly technical engineering roles to multilingual business support positions, we excel in understanding the unique demands of each professional discipline. Our specialist teams stay ahead of industry trends, salary benchmarks and candidate motivations within their dedicated areas, ensuring informed and accurate talent matching.

We can recruit for a one-off high-end role, a departmental team or a consistent temporary labour supply; we have the experience, we can build the trust through delivery.

- ✓ Office Support
- ✓ Engineering
- ✓ Accounts & Finance
- ✓ Sales & Marketing
- ✓ Languages
- ✓ Insurance
- ✓ Legal
- ✓ IT

- ✓ Contact Centre
- ✓ Industrial & Driving
- ✓ Education
- ✓ Secretarial/PA
- ✓ Manufacturing/Production
- ✓ Human Resources
- ✓ Logistics/Distribution
- ✓ Scientific

We take pride in our ability to handle both niche specialist roles and high-volume recruitment campaigns across these functions. Our experience means we know exactly where to find the right talent, how to assess their capabilities effectively and how to ensure they align with your organisational culture.

**The “fit” in your team is critical; that is why we take the time to meet each candidate before you do.**



## Candidate attraction methods

We use a multi-channel approach to attract top talent, including job boards, social media, and our advanced Vincere platform. Our strong local network and tailored campaigns engage active and passive candidates, ensuring we connect with the right people for every role.



## Compliance management

Compliance is a cornerstone of our recruitment process, ensuring every placement meets legal and regulatory standards. We conduct right-to-work checks, verify references and qualifications, and handle GDPR-compliant data management. Using advanced tools, we streamline these processes, reducing errors and ensuring peace of mind for our clients. With our thorough approach, you can trust that every candidate is fully compliant and ready to contribute from day one.

## ED&I initiatives

We are dedicated to promoting fairness and inclusivity in recruitment. By addressing unconscious bias in job adverts and selection processes, we ensure equal opportunities for all. Collaborating with clients, we create strategies to attract diverse talent and foster inclusive workplaces. Our ED&I efforts help build dynamic teams that reflect and serve their communities.





# Client success



1st Choice Staff Recruitment has been a valuable recruitment partner for our Milton Keynes business over the past year. They have a very people-centric approach that goes beyond simply matching skills and experience to a job spec. I know that when I interview a 1st Choice candidate, they will have already been vetted as a suitable fit for our company and culture by a partner who knows us well. The team always provides an excellent service.

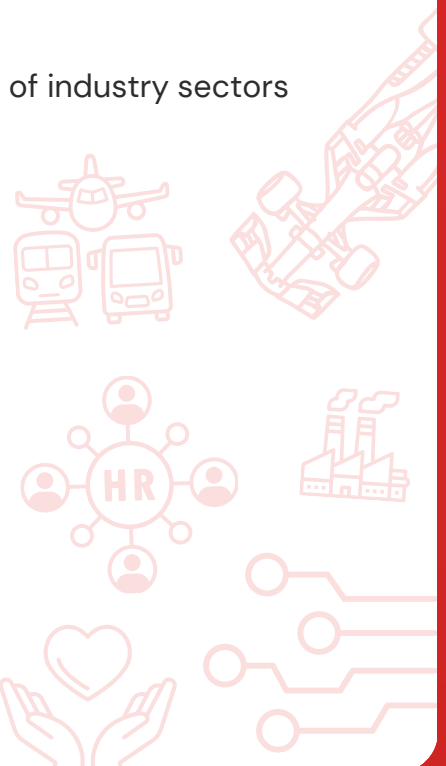
- Milton Keynes Client



## Recent placements

We have recruited for a number of roles across a multitude of industry sectors over the years including:

- Sales & Administrator** - Manufacturing
- Production Manager** - Food manufacturing
- Warehouse Worker** - Food distribution
- Production Manager** - Engineering
- Human Resources Adviser** - Electronic manufacturing
- Sales Account Manager** - Food distribution
- Sales & Administrator** - Food supplier
- Production Administrator** - Manufacturing
- Installations Administrator** - Manufacturing
- Receptionist & Administrator** - Verification company
- Graphic Designer** - Manufacturing
- Customer Service Advisor** - Waste collection company



# Working together

At 1st Choice, collaboration is at the heart of everything we do. Our approach is tailored to meet your recruitment needs, ensuring a smooth and transparent process. Whether you're hiring for a single role or managing large-scale recruitment projects, we are committed to delivering results that align with your requirements.

## Fee structure

Our fee structure is designed to be flexible, reflecting your specific recruitment needs, volumes, and contractual commitments. This adaptability allows us to provide cost-effective solutions while maintaining the high-quality service we are known for. You will only incur a fee if we successfully place a candidate that meets your expectations—no hidden costs, no surprises.



## Recruitment guarantees

We stand by the quality of our recruitment services. That's why we offer guarantees tailored to your requirements, ensuring your investment is protected. Whether you're seeking temporary support, permanent placements, or contract hires, our guarantees are designed to give you confidence in our ability to find the right fit for your team.



# FAQs

Our FAQs provide clear answers to common questions, helping you understand how our recruitment services can meet your business needs quickly and efficiently.

## **How does 1st Choice Recruitment find the right candidates for my business?**

We use a combination of advanced recruitment technology, industry expertise, and an extensive talent pool to source, screen, and match candidates to your specific needs. Our tailored approach ensures that we only present candidates who meet your requirements and align with your company culture.

## **What industries do you specialise in?**

We work across a wide range of industries, including insurance, engineering, Formula 1, legal, electronics, distribution, warehousing, and more. No matter your sector, we have the experience and network to find the talent you need.

## **What types of roles can you recruit for?**

We recruit for temporary, permanent, and contract positions across various levels, from entry-level to executive roles. Whether you need short-term support or long-term hires, we can provide a solution.

## **How long does it take to fill a vacancy?**

The timeline varies depending on the role and market conditions. However, our use of advanced recruitment tools like Vincere enables us to deliver candidates quickly while maintaining high-quality standards.

## **How do you ensure candidate quality?**

We conduct a thorough screening process that includes reviewing CVs, verifying qualifications, and conducting interviews to assess skills, experience, and suitability. We only put forward candidates we are confident will add value to your business.

## **What are your fees, and when do I pay?**

Our services are free of charge until we successfully place a candidate in your business. Once the right hire is made, we charge an agreed fee based on the role and terms discussed beforehand.

## **Why should I choose 1st Choice Recruitment?**

With 35 years of experience, cutting-edge technology, and a proven track record of success, we're dedicated to providing a seamless, reliable, and personalised recruitment experience that meets your business needs.



Matching **talent** with **opportunity**.



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Register  
with us

