Edinburgh Recruitment Agencies 2015
## Contents

| Introduction                                                                 | 3 |
| Use of recruitment agencies                                                | 3 |
| Further resources available from the Careers Service                       | 4 |
| Agencies listed by sector                                                  | 5 - 6 |
| Agencies listed by preferred disciplines                                   | 7 |
| Agencies listed A - Z                                                       | 8 - 25 |

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Page</th>
<th>Agency Name</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Anders Elite</td>
<td>8</td>
<td>* FPSG Connect Ltd</td>
<td>17</td>
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<td>* Antal International</td>
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<td>* G2 Legal</td>
<td>18</td>
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<td>* Harvey Nash</td>
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<td>* Hudson</td>
<td>19</td>
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<td>* Be-IT Resourcing</td>
<td>10</td>
<td>* Jane Paul Recruitment Ltd</td>
<td>20</td>
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<td>* Blue Arrow</td>
<td>11</td>
<td>* JB Homecare Services &amp;</td>
<td>20</td>
</tr>
<tr>
<td>* Bright Purple Resourcing</td>
<td>11</td>
<td>Staff Agency</td>
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<td>* Brightwork Recruitment</td>
<td>12</td>
<td>* Judd Farris</td>
<td>21</td>
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<td>* Brook Street</td>
<td>12</td>
<td>* Kelly Services</td>
<td>21</td>
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<td>13</td>
<td>* Lorien Resourcing</td>
<td>22</td>
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<td>22</td>
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<td>* Peace Recruitment</td>
<td>23</td>
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<td>* DR Newitt</td>
<td>14</td>
<td>* Quality Link</td>
<td>23</td>
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<tr>
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<td>15</td>
<td>* The Temp Agency</td>
<td>24</td>
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<tr>
<td>* Driver Hire</td>
<td>15</td>
<td>* West Central Staff</td>
<td>24</td>
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<td>16</td>
<td>* Xpress Recruitment</td>
<td>25</td>
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<td>* Enigma People Solutions</td>
<td>16</td>
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Introduction

This directory brings together information on recruitment agencies based in, or with branches in, Edinburgh and the Lothians to help students and recent graduates make efficient use of the services offered by these agencies.

Agencies within this directory are those offering opportunities to students or graduates.

Use of recruitment agencies

Agencies can be a valuable source of work experience through temporary, vacation work or casual work, and are sometimes the only place certain jobs are advertised. Particular agencies may have strong links with particular employers and may advertise jobs which, even if they are not at graduate level, can provide a stepping-stone into these organisations.

Some large companies outsource graduate recruitment to agencies and some may use agencies to pre-select their candidates.

Researching your areas of interest will help you to focus your job-seeking strategy. Careers Service staff are happy to discuss this with you.

It is advisable to register with more than one agency (three or four is probably a useful number); and to develop a good relationship with your consultants by maintaining regular contact. As the agencies are working for their client, the employer, you should aim to make a good impression in all your dealings with them.

An agency should not charge you for matching you with employers. You should not be pressurised into changing your CV against your wishes, or accepting a job which is not what you want.

It is advisable to ask about privacy policies relating to your personal data being made available online. Ask about their privacy policy and who will be able to see your details.

Many agencies are members of the Recruitment and Employment Confederation and should follow its Code of Good Recruitment Practice (www.rec.uk.com). Its Professional Standards Department deals with complaints against its members.

If you have a complaint regarding a non-member agency you can complain via the Gov.uk website. (https://www.gov.uk/agency-workers-your-rights).
Further resources available from the Careers Service

- MyCareerHub is updated daily with details of graduate vacancies, vacation and semester opportunities, and casual work, in Edinburgh and elsewhere.
- The Careers Service website has information on finding advertised and unadvertised jobs in the Looking For Work section.
- For help with making applications see the CVs, Applications and Interviews section of the website which includes sample CVs and covering letters.
- If you would like feedback on your CV or application use MyCareerHub to book an appointment with us.
- For other information and advice on finding vacancies just call in to the Careers Service or send us a question using MyCareerHub.

The Careers Service is available to offer you impartial guidance, information and practical help throughout your time at the University and for up to two years after graduation.

The Careers Service policy on Recruitment/Employment Agencies can be found on our website: http://www.ed.ac.uk/schools-departments/careers/employers/working-with-us/recruitment-agencies

The Careers Service aims to be accessible to all users and this directory can be provided in alternative formats. Please contact 0131 650 4670 or email careers@ed.ac.uk.

Whilst every care has been taken in the compilation of this survey, the Careers Service cannot accept responsibility for any inaccuracies, errors or omissions in the information provided by the agencies.

University of Edinburgh Careers Service
September 2015
### Agencies by Sector

#### Accountancy, banking & finance
- ASA Recruitment
- Badenoch & Clark
- Blue Arrow
- Brightwork Recruitment
- Brook Street
- D R Newitt
- Dickson Lewis
- Eden Scott Ltd
- FPSG Connect Ltd
- Hudson
- Jane Paul Recruitment Ltd

#### Business, consulting & management
- Blue Arrow
- Brightwork Recruitment
- Brook Street
- Eden Scott Ltd
- FINTEC recruit Ltd
- FPSG Connect Ltd
- Hudson
- Lorien Resourcing

#### Charity and voluntary work
- AWS Recruitment
- Blue Arrow
- Brightwork Recruitment

#### Creative arts and design
- Concept Personnel
- Eden Scott Ltd
- FPSG Connect Ltd

#### Animal & plant resources
- Kelly Services

#### Energy and utilities
- Antal International
- Blue Arrow
- Brightwork Recruitment
- Brook Street
- Cathcart Associates
- Eden Scott Ltd
- FINTEC recruit Ltd
- FPSG Connect Ltd

#### Environment and agriculture
- Blue Arrow
- Brightwork Recruitment
- Eden Scott Ltd

#### Engineering and manufacturing
- Anders Elite
- Antal International
- ASA Recruitment
- Blue Arrow
- Brightwork Recruitment
- Brook Street
- D R Newitt
- Eden Scott Ltd
- FINTEC recruit Ltd
- FPSG Connect Ltd
- Hudson
- Kelly Services
- Neilson Recruitment Ltd
- Peace Recruitment

#### Hospitality & events management
- ASA Recruitment
- Brightwork Recruitment
- Brook Street
- Eden Scott Ltd
- FPSG Connect Ltd
- Quality Link, a Division of Brightwork
- The Temp Agency
- Xpress Recruitment Limited

#### Healthcare
- ASA Recruitment
- Brightwork Recruitment
- JB Homecare Services and Staff Agency

#### Information, research and analysis
- Blue Arrow
- Brook Street
- Eden Scott Ltd
- FPSG Connect Ltd

#### Information technology
- ASA Recruitment
- Be-IT Resourcing
- Blue Arrow
- Bright Purple Resourcing Ltd
- Brook Street
- Cathcart Associates
- Concept Personnel
- Eden Scott Ltd
- Enigma People Solutions
- FINTEC recruit Ltd
- FPSG Connect Ltd
- Head Resourcing Ltd
- Hudson
- Lorien Resourcing
### Agencies by Sector

#### Law
- Badenoch & Clark
- Eden Scott Ltd
- FPSG Connect Ltd
- G2 Legal
- Hudson

#### Marketing, advertising and PR
- Blue Arrow
- Brightwork Recruitment
- Brook Street
- Concept Personnel
- Eden Scott Ltd
- Enigma People Solutions
- FPSG Connect Ltd
- Hudson

#### Public services and administration
- ASA Recruitment
- Badenoch & Clark
- Blue Arrow
- Brightwork Recruitment
- Brook Street
- Eden Scott Ltd

#### Publishing and journalism
- Concept Personnel
- Eden Scott Ltd

#### Retail
- Blue Arrow
- Brightwork Recruitment
- FPSG Connect Ltd
- Xpress Recruitment Limited

#### Sales
- Blue Arrow
- Brightwork Recruitment
- D R Newitt
- Eden Scott Ltd
- FPSG Connect Ltd
- Hudson
- Kelly Services
- Neilson Recruitment Ltd
- Xpress Recruitment Limited

#### Social care
- ASA Recruitment
- Brightwork Recruitment
- JB Homecare Services and Staff Agency

#### Teaching and education
- Brightwork Recruitment

#### Leisure, sport and tourism
- Blue Arrow
- Brightwork Recruitment
- Eden Scott Ltd
- FPSG Connect Ltd

#### Media and internet
- Blue Arrow
- Concept Personnel
- Eden Scott Ltd

#### Property and construction
- Anders Elite
- Antal International
- ASA Recruitment
- Blue Arrow
- Brightwork Recruitment
- Brook Street
- Driver Hire
- Eden Scott Ltd
- FINTEC recruit Ltd
- G2 Legal
- Hudson
- Judd Farris
- Peace Recruitment
- West Central Staff

#### Recruitment and HR
- Anders Elite
- ASA Recruitment
- Blue Arrow
- Brightwork Recruitment
- D R Newitt
- Eden Scott Ltd
- FPSG Connect Ltd
- Harvey Nash
- Hudson
- Jane Paul Recruitment Ltd

#### Science and pharmaceuticals
- Brightwork Recruitment
- Eden Scott Ltd
- FINTEC recruit Ltd
- Kelly Services

#### Transport and logistics
- ASA Recruitment
- Blue Arrow
- Brightwork Recruitment
- D R Newitt
- Driver Hire
- Eden Scott Ltd
# Agencies by Preferred Disciplines

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Anders Elite

Suite 2, Mercantile Building, 53 Bothwell Street, Glasgow, G2 6TS

0141 375 7395

www.anderselite.com

Emma.Canning@AndersElite.com

Preferred Contact Method: Email or Phone

Sectors: Engineering and manufacturing; Property and construction; Recruitment and HR

Types of Vacancy: Temporary and permanent vacancies within construction management, trades & labour and facilities management in Scotland

Preferred Discipline: Any

Employers: Strathclyde University, Morgan Sindall, Cofely, Mitie, Norland & FES FM.

Hiring Process: Telephone screening, face to face interview, taking copies and holding all relevant certificates and qualifications, submission of CV, interview preparation, interview feedback and closure of vacancy.

Additional Information: Have worked within the Construction industry for the last 10 years, have a solid database of available candidates in Edinburgh and the surrounding areas.

Graduate Vacancies: Occasionally

Antal International

170 Lanark Road West, Currie, Edinburgh, EH14 5NY

01314499330

www.antal.com

Jhebson@antal.com

Preferred Contact Method: Email or Phone

Sectors: Energy and utilities; Engineering and manufacturing; Property and construction

Types of Vacancy: Quantity Surveyors, Project Engineers and Managers

Preferred Discipline: Engineering

Employers: Main Contractors, Construction Companies, Consultants C

Hiring Process: CVs followed by telephone interview followed by formal interview

Graduate Vacancies: Occasionally
ASA Recruitment

6 Coates Crescent, Edinburgh, EH3 7AL
0131 226 6222

www.asarecruitment.co.uk
thuntley@asarecruitment.co.uk

Preferred Contact Method: Email or Register via the website

Sectors: Accountancy, banking and finance; Engineering and manufacturing; Healthcare; Hospitality and events management; Information technology; Property and construction; Public services and administration; Recruitment and HR; Social care; Transport and logistics

Types of Vacancy: We mainly offer part time temporary positions for students and full time positions for graduates with some experience

Preferred Discipline: Health & Nursing, Informatics

Employers: Variety of employers for different sectors including; Edinburgh Council, Housing Associations, Hotels, NHS, etc.

Hiring Process: Register online and one of our consultants will be in touch

Additional Information: We have been in business for over 40 years and have offices in Edinburgh, Glasgow, Kirkcaldy and Aberdeen

Graduate Vacancies: Occasionally

AWS Recruitment

21 Young Street, Edinburgh, EH1 3JX
0131 344 4646

awsrecruitment.co.uk
info@awsrecruitment.co.uk
@AWSCharityjobs

Preferred Contact Method: Email, Phone, Social Media, Register via the Website

Sectors: Charity and voluntary work

Types of Vacancy: Fundraising & Development roles

Preferred Discipline: Any

Employers: Charities, Universities, Colleges, Housing Associations, Social Enterprise

Hiring Process: CV check followed by telescreen

Graduate Vacancies: Occasionally
Badenoch & Clark

The Capital Building, 3rd Floor, 13 St Andrew Square, Edinburgh EH2 2AF

0131 524 9020

Preferred Contact Method: Email or Phone

Sectors: Accountancy, banking and finance; Law; Public services and administration

Types of Vacancy: Full time temporary and permanent positions

Preferred Discipline: Any

Employers: Abellio, Quintiles, Samaritans, HSBC, Aberdeen Asset Management, Scottish Widows, Anderson Strathern, Shoosmiths, Wright Johnson, DWF, Action For Children, West Lothian Council, Pure Power,

Hiring Process: All applicants should send a copy of their CV and a brief description of what they are looking for. Our consultants will arrange a phone conversation and if appropriate a face-to-face meeting. Applicants will be briefed on roles before C.V.s are sent

Additional Information: B&C Scotland has offices in Edinburgh, Glasgow and Aberdeen specialising in Financial Services, Public & Third Sector, Legal & Energy

Graduate Vacancies: Occasionally

REC Member

Be-IT Resourcing

7/9 North St David Street, Edinburgh, EH2 1AW

0131 344 4778

Preferred Contact Method: Email

Sectors: Information technology

Types of Vacancy: We are specialists in sourcing IT candidates at all levels in all sectors, permanent and contract

Preferred Discipline: Any

Employers: We recruit for a wide variety of clients from SMEs to large banking corporations.

Hiring Process: CV review followed by initial telephone screening interview. We then request a final face to face interview to discuss suitable positions.

Additional Information: Be-IT is a forward thinking resourcing company that focuses on delivering the highest quality of customer service and candidate care.

Graduate Vacancies: Occasionally

REC Member
Blue Arrow

9 Coates Crescent, Edinburgh, EH3 7AL
0131 220 4121

https://uk.linkedin.com/company/blue-arrow
https://twitter.com/bluearrowgroup
www.facebook.com/BlueArrowJobs

edinburgh.office@bluearrow.co.uk
edinburgh.catering@bluearrow.co.uk
edinburgh.industrial@bluearrow.co.uk

Preferred Contact Method: Email, Phone or in person at company office. Please email CV and covering letter or call our office to discuss how we can assist you.

Sectors:
Accountancy, banking and finance; Business, consulting and management; Charity and voluntary work; Energy and utilities; Engineering and manufacturing; Environment and agriculture; Hospitality and events management; Information, research and analysis; Information technology; Insurance and pensions; Leisure, sport and tourism; Marketing, advertising and PR; Media and internet; Property and construction; Public services and administration; Recruitment and HR; Retail; Sales; Transport and logistics

Types of Vacancy: Temporary and Permanent Office, Industrial and Hospitality Roles. Specialise in Admin, Secrétarial, Reception and PA’s.

Preferred Discipline: Any

Employers: Various organisations within the Public Sector, Charity Sector, Higher Education Sector and Private Sector.

Hiring Process: Candidates invited into branch for a full registration, interview and testing.

Additional Information: In business for 56 years. Blue Arrow are a national company and have branches all over the UK.

Graduate Vacancies: Occasionally

REC Member

Bright Purple Resourcing Ltd

Eagle Building, 19 Rose Street, Edinburgh, EH2 2PR
01314737030

@BrightPurpleR facebook.com/BrightPurple

Preferred Contact Method: Email, Phone, Social Media, Register via website, In person at company

Sectors: Information technology

Types of Vacancy: Contract and permanent roles, office based & remote working

Preferred Discipline: Informatics

Employers: Tesco Bank, Screenmedia, Barclays, Logic Now

Hiring Process: Varies depending on the client

Graduate Vacancies: Occasionally
**Brightwork Recruitment**

- **Address**: 20 Stafford Street, Edinburgh, EH3 7BD
- **Phone**: 0131 275 8000
- **Website**: www.brightwork.co.uk
- **Email**: edinburghoffice@brightworkltd.com

**Preferred Contact Method**: Email, Phone, In person at company

**Sectors**: Accountancy, banking and finance; Business, consulting and management; Charity and voluntary work; Energy and utilities; Engineering and manufacturing; Environment and agriculture; Healthcare, Hospitality and events management; Leisure, sport and tourism; Marketing, advertising and PR; Property and construction; Public services and administration; Recruitment and HR; Retail; Sales; Science and pharmaceuticals; Social care; Teaching and education; Transport and logistics

**Types of Vacancy**: We offer temporary, contract and permanent positions.

**Preferred Discipline**: Any

**Employers**: We recruit for both the public and private sectors.

**Hiring Process**: After we receive a copy of your CV we will conduct a telephone interview, followed by a face to face interview where you will complete an application form. We will also carry out a reference check.

**Additional Information**: A well established Scottish firm with offices based in both Glasgow and Edinburgh. We have an outstanding reputation with our clients and candidates for providing an exceptional service within a diverse range of sectors.

**Graduate Vacancies**: Occasionally

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**Brook Street**

- **Address**: 1-3 South Charlotte Street, Edinburgh, EH2 4AN
- **Phone**: 0131 225 5633
- **Website**: www.brookstreet.co.uk
- **Email**: edinburgh@brookstreet.co.uk

**Preferred Contact Method**: Email, Phone, Register via website, In person at company

**Sectors**: Accountancy, banking and finance; Business, consulting and management; Energy and utilities; Engineering and manufacturing; Hospitality and events management; Information, research and analysis; Information technology; Insurance and pensions; Marketing, advertising and PR; Property and construction; Public services and administration

**Types of Vacancy**: Clerical, Administration, Temporary and Permanent

**Preferred Discipline**: Any

**Employers**: Thomas Cook, Swinton, UK Government

**Hiring Process**: Registration, 2 Years referencing

**Additional Information**: In business for 69 Years

**Graduate Vacancies**: Occasionally

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**REC Member**
Cathcart Associates

11 Castle Street, Edinburgh, EH2 3AH  
0131 510 1500  
www.cathcartassociates.com  
gordon.kaye@cathcartassociates.com  
https://www.linkedin.com/company/cathcart-associates

Preferred Contact Method: Email, Phone, Social Media, Register via website, In person at company

Sectors: Energy and utilities; Information technology
Types of Vacancy: IT, Computing, Software, Database
Preferred Discipline: Informatics
Employers: Standard Life, NCR, IBM
Hiring Process: CV submission, then interview with client

Concept Personnel

MWB Business Centre  
Edinburgh, EH2 2AF  
0131 460 5933  
http://www.conceptpersonnel.co.uk/  
info@conceptpersonnel.com  
@ConceptP

Preferred Contact Method: Email, Phone, Social Media, Register via the Website

Sectors: Creative arts and design; Information technology; Marketing, advertising and PR; Media and internet; Publishing and journalism
Types of Vacancy: Creative, Digital, Marketing, PR, Web Development
Preferred Discipline: Any
Employers: In- House and Agency roles in the Creative and Digital industry
Hiring Process: Register on-line for an account and we will let you know of suitable vacancies as they arise. You can also log in to check what positions we have available at any time.

Graduate Vacancies: Occasionally  
REC Member
Crossmatch Recruitment Ltd

91 Rose Street, Edinburgh, EH2 3DT

0131 226 7477

Preferred Contact Method: Email or Phone

Sectors: Various
Types of Vacancy: Secretarial and office administration positions for any sector or discipline.
Preferred Discipline: Any
Employers: Professional firms; small and medium sized enterprises; third sector organisations; any kind of organisation that has low-volume, local (ie Edinburgh) requirements for office-based staff. We don’t do large contracts or call centres.
Hiring Process: Full interview, IT skills testing, references taken, identity and eligibility to work in UK checked.
Additional Information: We are relevant to students or graduates looking for temporary office work, either in term time or during holidays. Previous office administration work experience is essential.

Graduate Vacancies: Rarely

D R Newitt

38 Melville Street, Edinburgh, EH3 7HA

01312265060

Preferred Contact Method: Email, Phone, Social Media, Register via website, In person at company office

Sectors: Accountancy, banking and finance; Engineering and manufacturing; Recruitment and HR; Sales; Transport and logistics
Types of Vacancy: Food Manufacturing & Grad Recruitment Consultants
Preferred Discipline: Any
Employers: Medium - Large food manufacturers and processors. We also regularly recruit graduates internally to become Recruitment Consultants
Hiring Process: CV screening followed a telephone of faece to face interview

Graduate Vacancies: Often
Dickson Lewis

Wemyss House, Frederick St, Edinburgh, EH2 1ES

0131 225 2000

@DicksonLewis

www.dicksonlewis.com

pauline@dicksonlewis.com

Preferred Contact Method: Email , Phone, Social Media, Register via website, In person at company

Sectors: Accountancy, banking and finance

Types of Vacancy: Full-time, Part-time, permanent, temporary and contract

Preferred Discipline: Any

Employers: Public Practice, Public Sector, Financial Services and Industry / Manufacturing

Hiring Process: Call / CV submission, Face to Face registration interview

Additional Information: We are a specialist accountancy recruitment agency recruiting mainly in Edinburgh, Lothian’s and Fife

Graduate Vacancies: Occasionally

Driver Hire

9a South Gyle Crescent, Edinburgh, EH12 9EB

0131 624 7711

@driverhire_edin

www.driverhire.co.uk/edinburghcity

rachael.mcwilliams@driverhire.co.uk

Preferred Contact Method: Phone

Sectors: Property and construction; Transport and logistics

Types of Vacancy: Temporary, Contract, Seasonal/Summer

Preferred Discipline: Any

Employers: John Lewis, Council, NHS, Laura Ashley

Hiring Process: Telephone interview, application pack and face to face interview

Additional Information: We can offer shifts from 1 days per week to fit round studies or full weeks when off on holidays

Graduate Vacancies: Occasionally
Eden Scott Ltd

26 St Andrew Square, Edinburgh, EH2 1AF
0131 550 1100
https://uk.linkedin.com/in/sarahbrown84

Preferred Contact Method: Email, Phone, Social Media, Register via website, In person at company office

Sectors:
Accountancy, banking and finance; Business, consulting and management; Creative arts and design; Energy and utilities; Engineering and manufacturing; Environment and agriculture; Hospitality and events management; Information, research and analysis; Information technology; Law; Leisure, sport and tourism; Marketing, advertising and PR; Media and internet; Property and construction; Public services and administration; Publishing and journalism; Recruitment and HR; Sales, Science and pharmaceuticals; Transport and logistics

Types of Vacancy:
Permanent, Temporary, Fixed Term Contracts

Preferred Discipline:
Any

Employers:
Financial Services, Insurance, Accountancy, IT, Marketing, Sales, Public Sector, digital, Engineering, Manufacturing, Legal

Hiring Process:
Telephone interview, face to face meeting.

Additional Information:
Broad ranging client base, recruit across Scotland and the UK.

Graduate Vacancies: Often

Enigma People Solutions

137 Sauchiehall Street, Glasgow, G2 3EW
0141 3324422

Preferred Contact Method: Email

Sectors:
Information technology; Marketing, advertising and PR

Types of Vacancy:
Permanent and Contract IT Vacancies

Preferred Discipline:
Engineering, Informatics

Employers:
Pulsant, ScreenMedia, xDesign, Cadence, indie Semiconductor

Hiring Process:
Depends on client requirements

Graduate Vacancies: Often
FINTEC recruit Ltd

40 Ashley Terrace
Edinburgh, EH11 1RY

01315640755

www.fintecrecruit.co.uk

audrey@fintecrecruit.co.uk

Sectors: Business, consulting and management; Energy and utilities; Engineering and manufacturing; Information technology; Property and construction; Science and pharmaceuticals

Types of Vacancy: Engineering, Technical and Business Support roles

Preferred Discipline: Business, Engineering, Geosciences

Employers: Energy , Manufacturing, Construction , Engineering, IT, Telecomms

Hiring Process: Candidates must email a CV, we email and phone, skype contact - virtual on line services

Additional Information: We operate across the UK, Europe and International markets.

Graduate Vacancies: Occasionally

REC Member

FPSG Connect Ltd

Scotia Bank House, 6 South Charlotte Street, Edinburgh, EH2 4AW

0131 270 6666

www fpsg.com

enquires@fpsg.com

@ FPSGRecruitment

Preferred Contact Method: Email , Phone, Social Media, Register via website, In person at company

Sectors: Accountancy, banking and finance; Business, consulting and management; Creative arts and design; Energy and utilities; Engineering and manufacturing; Hospitality and events management; Information, research and analysis; Information technology; Insurance and pensions; Law; Leisure, sport and tourism; Marketing, advertising and PR; Recruitment and HR; Retail; Sales

Types of Vacancy: Permanent, Contract and Temporary

Preferred Discipline: Business, Economics, Informatics, Law, Literatures, Languages & Cultures, Mathematics, Philosophy, Psychology & Language Science

Employers: Sykes, Standard Life and Aegon

Hiring Process: CV submission followed by interview

Additional Information: We regularly seek graduates with language capability

Graduate Vacancies: Often
Sectors: Law, Property and construction
Types of Vacancy: Paralegal roles, claims handlers, legal secretarial, PA, graduate legal assistants
Preferred Discipline: Law
Employers: All of Scotland’s legal firms.
Hiring Process: Depends on client
Additional Information: In business for 13 years. Website offers guides to gaining a traineeship for legal diploma graduates. G2 Legal are a truly international company.

Graduate Vacancies: Occasionally

Harvey Nash

Preferred Contact Method: Email, Phone

Sectors: Recruitment and HR
Types of Vacancy: Whether you’re looking for a permanent, contract or interim job, we can help match you with a role and a company that fits you.
Preferred Discipline: Any
Employers: Technology, IT, Digital
Hiring Process: The hiring process is usually a three stage process. Starting with a telephone and first stage interview, a second stage to meet with the team and then a final which usually consists of a final presentation.

Graduate Vacancies: Often
Head Resourcing Ltd

2 Manor Place
Edinburgh, EH3 7DD
0131 625 9600
https://www.linkedin.com/company/head-resourcing
@HeadResourcing
www.headresourcing.com
mail@headresourcing.com

Sectors: Information technology
Types of Vacancy: Permanent and contract staff across the IT, digital and business change sectors.
Preferred Discipline: Informatics
Employers: Digital agencies; Software providers (incl. FinTech); Utilities companies; Travel industry; Transport companies; Financial services providers (banks, building societies, pensions, insurance etc.); E-Commerce; FMCG; Technology & business consultancies
Hiring Process: After an initial CV screening, where possible we will meet with you for an informal chat, and then if suitable we then submit your profile to the client. We will then guide you from the interview stage(s) and through the recruitment process.
Additional Information: With offices in Edinburgh and Leeds, we are widely recognised by both employers and employees as being a leading IT, digital & business change recruitment consultancies. Our vision is to be a great people business, by bringing great people together.

Sectors:
Accountancy, banking and finance; Business, consulting and management; Engineering and manufacturing; Information technology; Law; Marketing, advertising and PR; Property and construction; Recruitment and HR; Sales

Types of Vacancy:
Accounting & Finance; Construction & Property; Engineering & Manufacturing; Human Resources; IT; Legal; Marketing; Sales

Preferred Discipline: Any

Employers: Various

Hiring Process: Varies depending on client

Additional Information: Hudson is a global talent solutions company. We help transform the workplace and unleash the full potential of organizations and individuals.

Hudson

Caledonian Exchange
19a Canning Street
Edinburgh, EH3 8EG
0131 555 4321
http://uk.linkedin.com/company/hudson
https://www.facebook.com/UK.Hudson

Sectors: Accountancy, banking and finance; Business, consulting and management; Engineering and manufacturing; Information technology; Law; Marketing, advertising and PR; Property and construction; Recruitment and HR; Sales

Types of Vacancy:
Accounting & Finance; Construction & Property; Engineering & Manufacturing; Human Resources; IT; Legal; Marketing; Sales

Preferred Discipline: Any

Employers: Various

Hiring Process: Varies depending on client

Additional Information: Hudson is a global talent solutions company. We help transform the workplace and unleash the full potential of organizations and individuals.
**Jane Paul Recruitment Ltd**

9-10 St Andrew Square Edinburgh, EH2 2AF  
07810521408  
www.janepaulrecruitment.com  
jane@janepaulrecruitment.com

Preferred Contact Method: Email

**Sectors:**

**Types of Vacancy:**

**Preferred Discipline:**

**Employers:**

**Hiring Process:**

Graduate Vacancies: Occasionally

**JB Homecare Services and Staff**

115 Comiston Road  
Edinburgh, EH10 6AQ  
0131 447 9530  
www.jbagency.co.uk  
email@jbagency.co.uk

Preferred Contact Method: Email, Phone, Social Media, In person at company office

**Sectors:**

**Types of Vacancy:**

**Preferred Discipline:**

**Employers:**

**Hiring Process:**

**Additional Information:**

Since 1979 have built a strong reputation for friendliness, reliability and quality

Graduate Vacancies: Occasionally
Judd Farris

3rd Floor, The Capital Building, 13 St Andrew Square, Edinburgh, EH2 2AF
01315249060

Preferred Contact Method: Email, Phone

Sectors: Property and construction
Types of Vacancy: Surveying
Preferred Discipline: Any
Employers: Chartered Surveying Firms, Housebuilders, Developers, Institutions
Hiring Process: Varies depending on client

Graduate Vacancies: Occasionally

Kelly Services

Biocity Scotland, Bo'Ness Road, Newhouse, Motherwell, ML1 5UH
0141 331 9070

Preferred Contact Method: Email, Phone

Sectors: Animal and plant resources; Engineering and manufacturing; Sales; Science and pharmaceuticals
Types of Vacancy: Fulltime Science and Engineering Roles
Preferred Discipline: Biological Sciences, Biomedical Sciences, Chemistry, Clinical Sciences, Community Health, Molecular & Clinical Medicine, Engineering
Employers: We employ candidates for multinational and national organisations in pharma, chemical, environmental, oil/gas, academic, medical device and health care sectors.
Hiring Process: Forward your CV to our email or apply for roles via our website. A consultant should then contact yourself to discuss.
Additional Information: Kelly Services is a global recruitment company operating in 47 countries and are number one suppliers to some of the largest pharmaceutical, chemical and biotech companies globally.

Graduate Vacancies: Often
Lorien Resourcing

6 Canning Street, Edinburgh, EH3 8EG
0131 257 4960

www.lorien.co.uk
sean.bowman@lorien.co.uk

Preferred Contact Method: Email, Phone

Sectors: Business, consulting and management; Information technology
Types of Vacancy: Contract and permanent roles with large blue chip clients
Preferred Discipline: Any
Hiring Process: CV submission, initial telephone call, personal face to face interview
Additional Information: We are always on the look out for good graduates for our clients and to work for us

Graduate Vacancies: Often

Neilson Recruitment Ltd

Westpoint, 4 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ
0131 338 6145

www.neilsonrecruitment.com
alan@neilsonrecruitment.com

Preferred Contact Method: Email, Phone, Register via website

Sectors: Engineering and manufacturing; Sales
Types of Vacancy: Full time permanent roles
Preferred Discipline: Business, Engineering
Employers: Construction & Engineering Manufacturers and Distributors also Hire companies
Hiring Process: Telephone Interview / Face 2 Face Meeting

Graduate Vacancies: Occasionally
Peace Recruitment

Fettes House, 496 Ferry Road, Edinburgh, EH5 2DL

0131 510 4004

@PeaceRecruit

http://www.peacerecruitment.co.uk/
info@peacerecruitment.co.uk

Preferred Contact Method: Email, Phone, In person at company office

Sectors: Engineering and manufacturing; Property and construction

Types of Vacancy: Permanent, freelance, interim and fixed term appointments to consultancies, contractors and the public sector

Preferred Discipline: Engineering

Employers: Grontmij, Turner & Townsend, BAM Construct, Sweett Group, Local Councils etc.

Hiring Process: CV Check followed by face to face meeting

Additional Information: We specialise only in construction, property and engineering sectors.

Graduate Vacancies: Occasionally

Quality Link (a division of Brightwork)

20 Stafford Street
Edinburgh, EH11 1EE

0131 275 8010

https://twitter.com/Brightworkltd

Preferred Contact Method: Phone

Sectors: Hospitality and events management

Types of Vacancy: Temporary ongoing part time catering & hospitality roles eg Bar person / Waiter

Preferred Discipline: Any

Employers: Heritage portfolio, Azure, Prestige Scotland

Hiring Process: Telescreen, CV check, induction & skills assessment, reference check, statutory training

Additional Information: We were formerly known as Quality Link Recruitment Ltd based in Morrison St. We are now Quality Link, a division of Brightwork, since joining the Brightwork group in 2013 and now located at 20 Stafford St.

Graduate Vacancies: Occasionally

REC Member
**The Temp Agency**

- **Address**: 21 Albert Street, Edinburgh, EH7 5LH
- **Contact Number**: 0333 6000 662
- **Email**: edinburgh@thetempagency.co.uk

Preferred Contact Method: Phone, Register via website

**Sectors:** Hospitality and events management  
**Types of Vacancy:** Waiters, Bar Staff, Catering assistants, Kitchen Porters, Housekeepers  
**Preferred Discipline:** Any  
**Employers:** No direct recruiting  
**Hiring Process:** Registration via website then email with CV, ID & NI numbers attached  
**Additional Information:** The work we offer is temporary and casual and suits people looking for a degree of flexibility such as students or people looking for a second income. Experience is not necessary just a great attitude and friendly manner. Appearance must be smart.

Graduate Vacancies: Never

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**West Central Staff**

- **Address**: Forth House, 28 Rutland Square, Edinburgh, EH1 2BW
- **Contact Number**: 0131 337 4030
- **Email**: gill@westcentralstaff.co.uk

Preferred Contact Method: Email, Phone, Register via website

**Sectors:** Property and construction  
**Types of Vacancy:** Property Management; Letting Negotiator; Property Administration; Sales Negotiator New Homes  
**Preferred Discipline:** Business  
**Employers:** Savills; CALA; Stewart Milne  
**Hiring Process:** Full CV, ID and relevant qualifications required; face to face pre interview; client interview/s  
**Additional Information:** Independent agency offering both permanent and temporary placements

Graduate Vacancies: Occasionally
Xpress Recruitment Limited

Unit 1 Floor 1 Straiton Business Parc
Edinburgh, EH20 9NQ
01314401960

https://www.linkedin.com/company/xpress-recruitment-ltd
@xrecruitment
www.facebook.com/XpressRecruitment

Preferred Contact Method: Email, Phone, Register via website

Sectors: Hospitality and events management; Retail; Sales

Types of Vacancy: Permanent Positions, Contract and Intern

Preferred Discipline: Business

Employers: Major worldwide brands from Hilton to Jamie Oliver

Hiring Process: Telephone or Skype screening, assessment centre face to face interview

Additional Information: Xpress are an IIP company and also a UK founding member of the Buell Consulting Group

Graduate Vacancies: Occasionally

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