

WHY CHOOSE LILY SHIPPEN?

*Specialist recruitment
for exceptional Business
Support professionals;*

- Executive Assistants
- Personal Assistants
- Office Managers
- Chiefs of Staff



ABOUT US

Established in 2016, we have grown into one of the UK's leading specialist recruitment agencies.

We work with businesses across the UK and internationally, from ambitious startups to global enterprises.

Our consultants are specialists, not generalists, with in-depth knowledge of the roles we recruit for.

Our core specialism lies in Business Support recruitment, covering:

- **Executive Assistants (EAs)**
- **Personal Assistants (PAs)**
- **Private PAs**
- **Office Managers**
- **Chiefs of Staff**

We also support our clients with HR recruitment when required, leveraging our expertise and network to deliver high-quality candidates.

We prioritise long-term partnerships and will always be honest if we can't help.



“...one of the UK's leading specialist recruitment agencies.”

WHY WE LEAD THE INDUSTRY

More than recruiters – we are Business Support experts.

Specialist Expertise:

Deep knowledge of business support functions ensures we deliver candidates who truly fit.

Proactive Talent Sourcing:

We don't just advertise jobs; we headhunt passive, high-calibre candidates.

Beyond Skill Matching:

We meticulously assess candidates for cultural and strategic alignment.

Exclusive Talent Network:

Many of our candidates work exclusively with us, giving access to talent unavailable elsewhere.

Consultative Approach:

We are strategic partners, not transactional recruiters.

"...we are business support experts."



OUR UNIQUE OFFERING

Exceptional recruitment, enhanced by industry-first initiatives

EA/PA Mentoring Programme (Free for Clients):

Our exclusive mentoring programme develops top talent and supports retention.

eavolve® – Our Training & Development Arm:

From personal branding to articulation courses, our training sets candidates up for long-term success.

Feefo Gold Award:

Independent recognition of our unwavering commitment to service excellence.

*“...exceptional
recruitment, enhanced
by industry-first
initiatives”*



THE POWER OF OUR NETWORK

A community of top talent – at your fingertips.

LinkedIn Presence:

- **17,500+** followers on Lily's personal profile
- **35,000+** followers on our company page

Thought Leadership:

- Regular whitepapers, salary guides, and market analyses
- Guest speakers at industry events in the UK and the US

Mentoring Programme Impact:

- Over 100 professionals mentored to date, providing us with a continuous pipeline of engaged, skilled talent.



*“...a continuous
pipeline of engaged,
skilled talent.”*

WHAT YOU WON'T GET FROM US

Setting the 'Gold Standard' in recruitment.

No CV Dumping:

Every candidate we present has been thoroughly vetted and assessed.

No Pushy Sales Tactics:

We prioritise relationships over one-off placements.

No Unresponsive Service:

Our consultants stay connected throughout the process and beyond.

No Misinformation:

We are transparent about candidates, market trends, and recruitment realities.



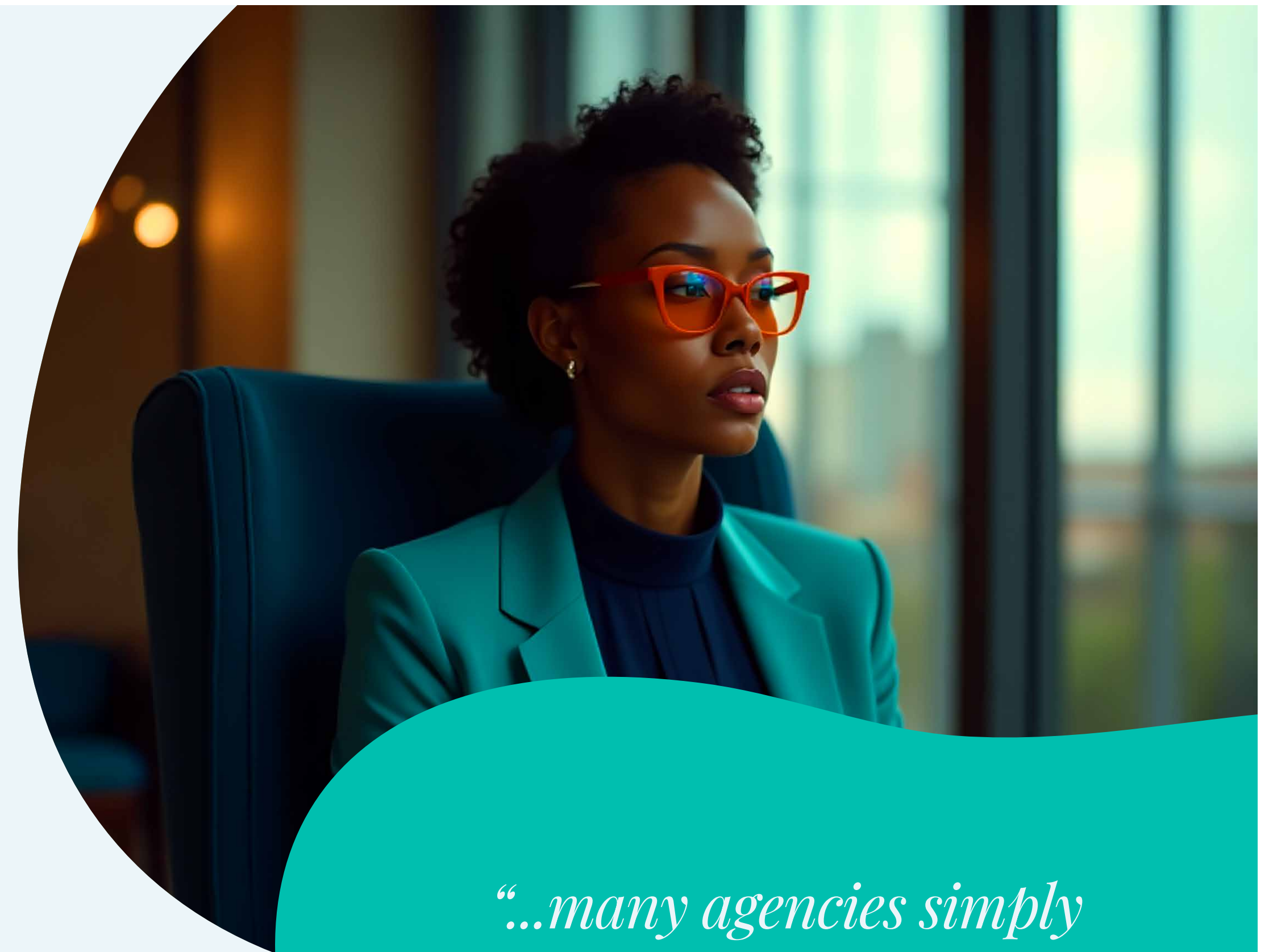
*“...we are transparent;
about candidates, about
market trends, and about
recruitment realities.”*

YOUR HIRING CHALLENGES & HOW WE SOLVE THEM

Your Challenges – Our Expertise.

Challenges We Commonly See:

- **Finding Quality Talent:** Many agencies flood clients with CVs; few truly understand the calibre needed.
- **Time-to-Hire:** Delays mean losing out on top talent.
- **Ensuring Cultural Fit:** Skills matter, but cultural alignment drives success.
- **Retention Worries:** A poor hire is costly; long-term fit is essential.



“...many agencies simply flood clients with CVs, but few truly understand the calibre needed.”

Our Solutions:

- We headhunt passive candidates who don't engage with job boards.
- We have a substantial internal database of candidates who aren't actively on the market.
- Our website receives significant traction, ensuring we attract top talent.
- We use a diverse range of job boards to access a varied talent pool.
- We have a sister company, eavolve®, which specialises in training and development for business support professionals.

Clients who place roles through us receive exclusive discounts on eavolve® training programmes.

- We streamline processes to move quickly without compromising quality.
- We assess not only skills but values, personality, and cultural compatibility.
- We stay engaged post-placement to ensure long-term success.



“...we assess not only skills, but values and personality – ensuring cultural as well as technical compatibility”

OUR ESG COMMITMENT

Recruitment with Integrity

Diversity & Inclusion:

Inclusive hiring practices that promote diverse, high-performing teams.

Sustainability:

'LS Green Growth Initiative' – Tree planting for successful placements.

Ethical Hiring:

Transparency, honesty, and fairness underpin every interaction.



*“...a continuous
pipeline of engaged,
skilled talent.”*

NEXT STEPS: LET'S WORK TOGETHER!

Your Next Exceptional Hire Starts Here

Contact us today to discuss your hiring needs and experience the difference of specialist recruitment.

Email us

matt@lilyshippen.co.uk

Visit our website

www.lilyshippen.co.uk

Follow us on LinkedIn

[linkedin.com/company/lily-shippen](https://www.linkedin.com/company/lily-shippen)

eavolve®

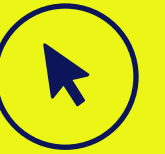
www.eavolve.co.uk

"...your next exceptional hire starts here!"





lilyshippen.co.uk



matt@lilyshippen.co.uk



+44 (0)7457 404164



linkedin.com/company/lily-shippen



instagram.com/lilyshippenrecruitment



facebook.com/lilyshippenltd

