

ASSOCIATIONS RECRUITMENT SPECIALISTS FOR 30 YEARS



97% CANDIDATE AND CLIENT SATISFACTION RATE



98% FILL RATE ON TEMP & CONTRACT ROLES



REDUCED RATES FOR ASSOCIATIONS & NFP'S



DEDICATED ASSOCIATIONS TEAM



3 MONTH GUARANTEE ON PERMS, 4 HOURS ON TEMPS



ABILITYMAP[®] JOB FIT



WEEKLY CLIENT & CANDIDATE AFTERCARE



OPERATING AUSTRALIA WIDE



WHO WE ARE



WE ARE SPECIALISTS IN: Technology and Projects



Corporate Support Roles (Permanent and Temporary)



Government

Established in 1994, Cox Purtell was founded on values of Honesty, Integrity and Respect. We're a business committed to ethical behaviour and treating people as we ourselves want to be treated. In our industry that this is more important than ever.

OUR HISTORY WITH ASSOCIATIONS

We have recruited for associations for 30 years & have a deep understanding of how membership bodies work & the recruitment challenges they face. We understand the yearly cycles (Board, membership renewals etc) in membership-based organisations & the complexities involved in limited budgets & funding.

Our experienced Associations team specialise in recruiting corporate support, associations specific & tech roles for associations in a permanent and temporary/contract capacity, and recognise that effective recruitment is more than simply matching job titles to job opportunities, it is ensuring the right cultural fit for longevity in the position.

We understand what is currently driving and motivating talent in associations and can provide valuable insights to our clients to assist them in filling important roles and retaining their existing talent.

DISCOUNTED ASSOCIATIONS AND NFP RATES

We support our Associations and NFP clients by offering a discounted rate as low as 12% given profits are put back into the business to benefit members. Please reach out to one of our consultants to receive a full copy of our Terms of Business specific to Associations..

OUR ASSOCIATIONS TEAM



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ROLES WE PLACE

Associations Specific

Policy Officers, Membership Engagement Officer, Registry Officers, Membership Managers, Industrial Relations, Governance, Sponsorship & Events.

HR & Talent Acquisition

HR Managers, HR Advisers & Coordinators, HR Admin, HR Projects, L&D, Talent Acquisition.

Sales & Marketing

Traditional & Digital Marketeers, Marketing Campaign Managers, Event Managers/Coordinators, Graphic Designers, Bid Managers, Communications & Content, Marketing Specialists, Sales and Business Development professionals.

Finance & Accounting

Accounts Payable, Accounts Receivable, Bookkeepers, Payroll professionals, Credit Controller, Assistant Accountants, Qualified & Non-Qualified accountants, Finance Managers & Financial Controllers, Internal Audit, Risk & Compliance.

Technology & Projects

Software Engineering, Cloud Services, Data & Analytics, Project Services, Support Services

Office Support

Administrators, Data Entry Operatives, Receptionists, Office Managers, Team Assistants, Personal and Executive Assistants, Project Administrators & coordinators, Operations, Customer Services representatives, Sales Administrators

SOME OF OUR ASSOCIATIONS CLIENTS



TOP AVAILABLE ASSOCIATIONS CANDIDATES

Marcus - Business Development, Events & Partnerships Management

- 30 years' exp in BD, Events & Partnerships Mgmt of large-scale global events including: Olympics, Comm Games & Sydney New Years Eve. Recent experience (Past 10- years):
- 2 years at Institute of Project Management as Corporate Partnerships Manager
- 7 years at Financial Association as Members & Partnerships Manager
- Location: Open to Sydney or Melbourne | Salary: \$150k + Super + Bonus | Australian Citizen

Lara - Marketing & Events Manager

- 15 years' exp in Marketing & Events Management. Worked across both For Profit and Not-For Profit organisations. Relevant Associations experience includes:
- Events Coordinator at Royal Australasian College of Physicians
- Events Manager at Australian Water Association for 2 years
- Location: Sydney | Salary: \$120K | Australian Citizen

Alice - Education Admin & Membership Officer

- 17 years' exp in Education Admin & Membership Officer roles across 2 Associations – 1 within Insurance sector, 1 within Health sector.
- CRM experience includes GlueUp and iMIS.
- Is used to working in a lean team, working with ambiguity, & chipping in & supporting the team wherever is needed.
- Location: Sydney | Salary: \$80k + Super | Australian Citizen

Monica - Membership Manager

- Experienced & highly skilled Membership Manager with a Business Development & Sales Foundation.
- Varied background across Associations, Education & Hospitality spanning over 20 years, including the Property Council of Australia & CEO Forum Group.
- CRM experience includes Salesforce, Hubspot, iMIS
- Location: Sydney – Eastern Suburbs | Salary: \$130k + Super | Australian Citizen

Robert - Industrial Officer / Member Liaison (IR)

- Currently Industrial Officer at Association operating in the Fire industry.
- 5 years' prior experience in a Member Liaison role - specifically focussed on Industrial Relations at a Union in Health sector.
- Key experience lies in providing guidance to members, managing cases end-to-end, & advocating before Fair Work Commission.
- Location: Sydney – Hills District | Salary: \$130k + Super | Australian Citizen

OUR SERVICES

1 PERMANENT RECRUITMENT

We offer two full-service options: Non-Exclusive and retained.

Our Non-Exclusive option runs in parallel with your own in-house recruitment campaign, supporting you in all the key areas like position description development, candidate search, interviewing & selection. This includes a 12 week replacement guarantee period.

Retained is an end-to-end service unlike any offered by our competitors. We exclusively run a complete recruitment service for your vacancy, operating as an extension of your team so that you have as much control and input into the process as you need. It includes a 12 week money back guarantee period, post-employment reviews at 3 and 6 months, plus preferential fees & payment terms, so it's great value for money.

2 TEMPORARY AND CONTRACT

Our Temporary & Contract division finds quality people who can hit the ground running on short term assignments, ranging from half a day to over a year.

With a 98% fill rate, we ensure that you get the staff you need, as soon as you need it, AND offer a 4 hour money back guarantee.

Our services for Temp & Contract roles include:

- Reference checks
- Face to face interviews
- Working rights check
- Health Check (COVID-19)

OTHER SERVICES

- Psychometric testing
- Job profiling
- Skills assessment
- Salary benchmarking
- Careers workshops
- Market condition reports
- Interview facilities
- Project recruitment
- Talent sourcing
- Insight Events

3 ON-SITE SOLUTIONS

Our consultants can come to your business to assist your HR/Internal Recruitment Team with their internal recruitment needs. Our specialised consultants can be on site at your business between 1-5 days a week, as you need. You get all the resources available to the Cox Purtell team, including their specialist knowledge & extensive candidate database.

4 PAYROLL SERVICES

Outsourcing payroll is fast becoming the preferred business solution for processing this non-core activity, & legislation makes payroll an ever expanding minefield.

Cox Purtell's payroll solutions service relieves clients from the employment relationship responsibility with freelance, contract, & temporary workers. This lifts administrative burden & ensures full legal compliance.

Benefits Include: Fixed rate mark up per contractor, all insurances, super, & tax taken care of, Local Sydney CBD offices & staff, Flexible pay cycles: weekly, fortnightly, or monthly, Annual leave tracking

5 ON-HIRE LABOUR AGREEMENT

Cox Purtell holds an On-Hire Labour Agreement with the Australian Department of Home Affairs. This allows us to sponsor overseas skilled workers on a Subclass 482 (Temporary Skill Shortage) work visa & 'on-hire' the employee to any Australian businesses.

This means we do the hard work for you. Once your candidate is selected & if they are eligible for a visa, we will sponsor & hire the candidate on your behalf. This process usually takes 1-2 weeks once your candidate is selected.

AWARDS AND TESTIMONIALS

RECENT AWARDS

- 2024 Winner RI Q3 Best Consultant Candidate Experience - Z Rogers
- 2024 Ranked #10 in Australia's Best Workplaces™
- 2024 Winner RI Q1 Best Agency Client Experience
- 2024 Winner RI Q1 Service Excellence Agency
- 2024 Winner RI Q1 Best Consultant - Service Excellence - S Kelly
- 2023 Winner RI Q4 Best Agency Candidate Experience
- 2023 Winner RI Q4 Best Consultant Candidate Experience - T Conran
- 2023 Winner RI Q4 Service Excellence - T Conran
- 2023 Winner TIARA Recruitment Awards Back-office Team of the Year
- 2023 Winner RI Q3 Client Experience
- 2023 Winner RI Q3 Best Consultant Client Experience - T Conran
- 2023 Ranked 13th in Australia's Best Workplaces™
- 2023 Winner RI Q2 Service Excellence
- 2023 Winner RI Q2 Client Experience
- 2023 RCSA Industry Awards Finalist
- 2023 Great Place to Work® Certified
- 2023 RI Endorsed by Jobseekers
- 2023 RCSA Excellence in Candidate Care Finalist
- 2023 Winner RI Q1 Service Excellence
- 2023 Winner RI Q1 Client Experience

TESTIMONIALS

“ I highly recommend Sophie Kelly to meet your recruitment needs. She is responsive, friendly, professional and reliable. What I found most impressive was how thorough she was whenever we raised questions and when Sophie provided candidate profiles. This helped us ensure candidates that were interviewed were the right fit. We have enjoyed working with Sophie and the Cox Purtell team with subsequent hires for different roles. Thank you Sophie for your assistance and support! ”

REBECCA (CLIENT)

“ Zoe is a bloody rockstar and I have full confidence in referring her to anyone who asks. Being an ex-recruitment consultant I am pretty fussy so happy to say how much I love working with Zoe, Lizzie and Cox Purtell in general! Great team James! ”

CATHY (CLIENT)

“ Sophie was warm, friendly and highly professional. She worked hard to understand our brief and worked at providing suitable candidates in prompt time.. ”

MAGDY (CLIENT)

ABILITY MAP ®

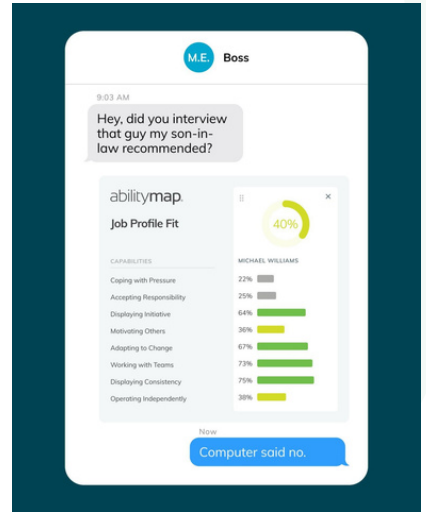
Are you relying on someone's gut instinct for your hiring decisions? AbilityMap ® is a psychometric tool which enables us to identify people who have what it takes to excel in your organisation, quickly, accurately and at scale.

AbilityMap ® helps you pinpoint the special mix of skills needed to excel in your business, by allowing you to select the 8 most important competencies for this particular role from the 31 capabilities stored in their capability framework.

It then measures prospective candidates across the whole capability framework, cross-referencing their performance with your 8 most important capabilities to assess how well this individual would fit in your role and the organisation.

We then review it's reports to compare candidates and navigate hiring decisions with confidence.

This is a summary of the results we receive showing a candidate's suitability against your job profile.



SALARY GUIDE



Cox Purtell produces an annual salary guide for the Associations sector to indicate current market trends and insights in this sector. The team is happy to discuss these market trends in person or via the phone further.

To download a copy of this, please scan the QR code or visit www.coxpurtell.com.au/associations-salary-survey



Thank you for visiting us today.

If you have any questions or need assistance, please reach out to one of our friendly consultants. You can request a copy of our Terms of Business from them or by emailing reception@coxpurtell.com.au

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