

ASSOCIATIONS RECRUITMENT SPECIALISTS FOR OVER 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.

SOME OF OUR ASSOCIATIONS CLIENTS



CHALLENGES AND HIRING TIPS

HIRING CHALLENGES IN THE ASSOCIATIONS SECTOR

With more than 30 years recruiting for associations and membership bodies, we have seen hiring trends come and go. Right now, a few patterns keep showing up on our desk, and they tend to compound each other.

Leadership change has been one of the biggest disruptors. When a new CEO or senior leader arrives, it often triggers a ripple effect through the rest of the team; sometimes restructuring, sometimes a shift in priorities that changes what a role needs to look like partway through a search. We have seen job descriptions evolve mid-process, leaving both candidate and client trying to hit a moving target.

Beyond structural change, a few recurring issues affect how well a hiring process lands:

- **Process length:** drawn-out timelines lose good candidates. Skilled business support talent will not wait around, and a slow process quietly damages your reputation as an employer.
- **Feedback gaps:** candidates who do not receive timely, specific feedback after interviews rarely stay warm for a role, or speak well of the experience to others in their network.
- **Cultural fit, addressed too late:** we have seen friction post-hire because team dynamics were not surfaced or addressed during the hiring process itself.
- **None of these are unique to associations,** but the sector's smaller teams and tighter-knit cultures mean the impact of getting any of them wrong shows up faster.

OUR TIPS FOR RECRUITMENT

- **Move with intent:** a tight, well-communicated timeline protects both candidate experience and your employer brand. If a process needs to slow down, tell candidates why and when to expect the next step.
- **Close the loop:** even brief, honest feedback after an interview keeps candidates engaged, whether they get the role or not.
- **Talk culture early:** raise team dynamics and working style honestly during the process, not after someone has started. A candid conversation upfront saves a lot of friction later.
- **Build change into the process:** if leadership is shifting, lock in the role's core requirements with the new senior stakeholder before going to market, not mid-search.
- **A recruiter who knows the sector** will spot these issues before they derail a search, not after.

Associations Specific

Policy Officers, Membership Engagement Officers, 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

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 (Skills in Demand) 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

- 2026 Winner RI Q1 Best Consultant Client Experience - Zoe Rogers
- 2025 Winner RI Annual Awards Best Agency Service Excellence
- 2025 Winner RI Annual Awards Best Agency Client Experience
- 2025 Winner RI Q1 Best Agency Client Experience
- 2025 Winner RI Q1 Best Consultant Client Experience - Zoe Rogers
- 2025 Top 5 RI Q1 Best Consultant Client Experience - Amy Colton
- 2024 Winner RI Q3 Best Consultant Candidate Experience - Zoe Rogers
- 2024 Winner RI Q1 Best Agency Client Experience
- 2024 Winner RI Q1 Service Excellence Agency
- 2024 Winner RI Q1 Best Consultant - Service Excellence - Sophie Kelly
- 2023 Winner RI Q4 Best Agency Candidate Experience
- 2023 Winner RI Q4 Best Consultant Candidate Experience - Toby Conran
- 2023 Winner RI Q4 Service Excellence - Toby 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 - Toby Conran
- 2023 Winner RI Q2 Service Excellence
- 2023 Winner RI Q2 Client Experience
- 2023 RCSA Industry Awards Finalist
- 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 recently worked with Sophie on the recruitment of a Senior Financial Accountant, and I was thoroughly impressed by her professionalism, responsiveness, and understanding of our needs. She presented high-quality candidates and made the process seamless from start to finish. I highly recommend her services and genuinely appreciated our collaboration together.

MICHELLE (CLIENT)

”

“ Zoe always takes the time to understand our needs and is able to deliver high caliber candidates within short turnaround times. She provides regular updates and is always available.

KEVIN (CLIENT)

”

OUR ASSOCIATIONS TEAM



Lizzie Quinn

Director

Corporate Support Division

0499 075 003

lizzier@coxpurtell.com.au



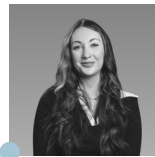
Sophie Kelly

Senior Recruitment Consultant

Permanent Corporate Support

0474 735 116

sophie.k@coxpurtell.com.au



Becky Gibson

Recruitment Consultant

Permanent Corporate Support

0429 501 618

beckyg@coxpurtell.com.au



Zoe Rogers

Senior Recruitment Consultant

Temp & Contract Corp Support

0459 463 221

zoer@coxpurtell.com.au



Craig Nel

Senior Recruitment Consultant

Technology & Projects

0459 478 259

craign@coxpurtell.com.au

SALARY GUIDE



Cox Purtell produces an annual salary guide for the Associations sector that covers 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 & go in the draw to win \$3K off your next perm hire, please scan the QR code or visit www.coxpurtell.com.au/afnc-2026



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

02 9220 3400