



# PEOPLE

magazine

COMMERCIAL EDITION | JUNE 2022

**Heyllo!**



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# Welcome to the very first addition of Heyllo's people magazine!

It's lovely to write this introduction without talking about restrictions, remote working, furlough & job losses. It's so great to see so many people back at work, and so many of our clients re-recruiting to fulfil healthy order books.

I'm brimming with pride to be showcasing Heyllo's very latest high-quality candidates actively seeking work.

Enclosed in this issue you'll find some awesome candidates with high skill levels. It's been extremely difficult to create a shortlist due to the number of great candidates who all deserve inclusion... pleasingly I get the final say. We have decided to showcase our best candidates each month, but please feel free to request full CV's or give us a call if we have not covered your required skill sets within this issue.

I welcome you to get in touch with us by calling **01429 363160** to discuss any of your recruitment needs. Please check out our website [www.heylo.co.uk](http://www.heylo.co.uk) for more details of who we are and how we help you create awesome.

Wishing you and your team the very best for the summer months.

Enjoy the read!

**Nikki**

## Our **PEOPLE & SERVICES**

### ||| Commercial |||

Karen	4
Alyshia	4
Alyson	5
Mihaela	5
Virginia	6
Jessy	6
Sally	7
Isabel	7
Paul	8
Sophie`	8

OUR SERVICES	10
CONTACT US	11



MEET OUR AWESOME PEOPLE IN

# COMMERCIAL ROLES

# Karen



**Location:** Middlesbrough  
**Availability:** Within 3 weeks  
**Salary Expectation:** £19,000 per annum

## Administration Assistant / Credit Controller

Karen is a great candidate looking for a new long-term temporary administration role within Middlesbrough and Stockton. Karen is currently a service coordinator helping support housing claims for tenants. Her contract is due to finish and would love to find a rewarding new role. Karen possesses a can-do attitude to any task she is presented with. She does this with a polite and friendly approach. Her communication skills are second to none both by face to face and email.

Karen has previously worked as a Credit Controller for a long period of time, her key responsibilities included raising sundry payments, debtors' entry invoices and purchase order invoices, and completing tenant documentation

Karen is extremely personable and would have no difficulty in a customer facing role. She is seeking a full-time administrative position.

### Key Skills

- Excellent telephone manner speaking to businesses and also people
- Great listener
- Organisational skills
- Able to work with in a team and fully support colleagues
- Efficient with all IT systems and CRM databases such as Orchard, AIMS and EBIS.

### Relevant Work Experience

- Service coordinator
- Conveyancing Secretary
- Administrator for housing accommodation and money advice.

### Relevant Qualifications

- Level 2 Award in Fuel Debt Advice in the community

# Alyshia



**Location:** Hartlepool  
**Availability:** Within 1 week  
**Salary Expectation:** £18,000 - £20,000 per annum

## Legal Secretary

Alyshia is a fantastic candidate for a Legal Secretary position. She is confident, personable, and smart in appearance. She is currently working as a Court Clerk in the Family Court. She has experience corresponding with third parties, judges, and clients. Alyshia is proficient with IT systems and Microsoft office. Alyshia holds a Law Degree with knowledge of Contract, Public, Land and Civil Litigation law. She would like to leave her current role as a Court clerk as she feels she would be better suited in a Legal Secretary position. She would excel as a Legal Secretary.

### Key Skills:

- Working under pressure
- Administrative work
- Strong academic skills
- Data entry
- First point of contact
- Organising staff to ensure smooth running of court listings
- Training colleagues to use systems such as BTMeetME and Cloud Video

### Relevant Work Experience:

#### *Family Court Clerk*

- Sorting post
- Liaising with judges, barristers and solicitors
- Recording hearing using IT systems such as DARTS.
- Preparation of court rooms
- Administrative work

### Qualifications:

- LLB Law Undergraduate attaining a 2:1
- L2 Certificate in Counselling Skills



# Alyson

**Locations** Skelton  
**Availability:** Immediate  
**Salary Expectation:** £20,000 per annum

## Administrator/ Payroll

Alyson is a fantastic candidate for a new role. She is currently working as a Facilities Assistant and wishes to find a new role that will keep her on her toes. She has worked in a variety of industries from Finance, Logistics and Medical. With over 29 years of administration experience she takes pride in her capability and experience. Alyson also has access to her own transport.

### Key Skills

- Competent use of SAGE Accounts packages, SAP Purchasing, Maximo, and Microsoft packages
- Human resource management including staff training and development
- Strong time management skills
- Excellent communication and supervisory skills

### Key Work Experience

#### Facilities Assistant

- Day to day administrative tasks
- Raising purchase orders
- Monitoring compliance

#### Administrator

- Working to strict deadlines
- Data management
- Completing monthly profit and loss reports
- Complying with data protection and GDPR
- Working in industries such as Logistics, Medical, Manufacturing



# Mihaela

**Locations** County Durham  
**Availability:** Immediate  
**Salary Expectation:** £85,000 per annum

## Operations and Commercial Director

Mihaela is an experienced, innovative, and highly successful Operations and Commercial Director with a proven track record in developing and transforming business processes within a diversity of high value innovative and leading-edge organisations with world class quality standards. She is a collaborative senior management professional, able to instigate and maintain stakeholder buy-in. She is looking for an exciting new role.

### Key Skills

- **Change Management/ Transformation** : Skilled in reviewing operational systems and processes to identify development opportunities
- **Operational/ Commercial Management** : Liaising between operational, financial and commercial business areas and development teams
- **Relationship Management** : Skilled in managing and developing relationships with stakeholders and internal/external clients
- **Resource Management** : Adept at recruitment, onboarding and progression planning of cross-functional multi skilled teams

### Key Work Experience

- Independent NRPSI Crime Interpreter
- Chief Operating Officer
- General Director

### Qualifications

- MSc – Design, Manufacture and Management
- Postgraduate Research Doctorate- Applications of Neural Networks to Fault Detection & Diagnosis
- MSc Industrial Biotechnology
- Degree- Chemical Engineering

# Virginia



**Locations:** Hartlepool  
**Availability:** Immediate  
**Salary expectation:** £24,000 per annum

## Call Handler

Virginia has over 35 years' experience working as a senior bookkeeper. She has extensive knowledge of VAT, invoices and preparing financial transactions. She has fantastic IT skills and competent with Microsoft packages. She has a fantastic ability to analyse and review data and statistics. She has access to her own transport.

### Key Skills

- Experience in using Sage Evolution
- Data analysis and reporting
- Excellent time keeping
- Competent with Microsoft packages

### Key Work Experience

#### *Senior bookkeeper*

- Processing payments, invoices, receipts
- Completing VAT returns
- Supervision of staff members
- Preparing all financial transactions for holding and subsidiary companies
- Preparing profit and loss, balance sheet and financial statements
- Call Handler
- Temporary track and trace caller

# Jessy



**Location:** Stockton  
**Availability:** Immediate  
**Salary expectation:** £19,000 per annum

## Business Administrator

Jessy is a fantastic candidate for an administrative position. She has experience working within the financial services dealing with all aspects of administration, mentoring staff members and dealing with clients. The reason she wishes to pursue a new role is that she would love a new challenge. She is extremely approachable and welcoming and takes pride in her appearance. Jessy would like to work within the construction, manufacturing engineering industry as an Administrator.

### Key Skills

- Leadership skills
- People person
- Working on own and as part of a team
- Organised
- Timekeeping
- Attention to detail
- Extremely proficient with Microsoft predominately Excel and CRM systems

### Relevant Work Experience

#### *Business Administrator in Financial Services*

- Processing customers applications
- Assisting and training new staff members
- Data input and management
- Mentoring Kickstart employees
- Ordering terminals



# Sally

**Location:** County Durham  
**Availability:** Immediate  
**Salary expectation:** £35,000 per annum

## Accounts Manager

Sally is a brilliant candidate for a role as an Accounts Manager. She is hardworking, driven and able to manage a team. She is extremely competent with SAGE, PAYE and payroll. She prides herself on her organisational and time management skills. She would love a new role where she is extremely hands on.

### Key Skills

- Competent in using SAGE Accounts, PAYE, and Pensions
- Credit control for numerous companies
- Producing daily and monthly reports

### Key Work Experience

#### *Accounts and Payroll Manager*

- Credit controller
- Payroll using SAGE
- Managing a team and providing training
- Dealing with VAT returns

### Key Qualifications

- Level 3 Business Administration
- Level 2 AAT



# Isabel

**Location:** Middlesbrough  
**Availability:** Immediate  
**Salary expectation:** £25,000 per annum

## HR Officer

Isabel is a fantastic HR Officer who is well experienced and educated to master's degree level. She is ambitious, highly competent and a great team player. She understands the importance of the nature of HR and how to remain professional and confidential throughout. She would love a new full time opportunity in Teesside.

### Key Skills:

- Managing HR systems
- Dealing with all incoming queries internally and externally
- Maintaining and managing colleagues' personal information in accordance with current legislation
- Recruitment, training, and staff development
- Adhering to all relevant legislation

### Key Work Experience:

#### *HR Officer*

- Working as part of a team dealing with all HR enquiries
- Data entry
- Adhering to data protection and confidentiality

#### *HR Advisor*

- Recruitment and selection processes
- Dealing with all HR processes
- Payroll

### Key Qualifications

- Human Resource Management Degree
- Business Management Degree

# Paul



**Location:** Stockton  
**Availability:** Immediate  
**Salary expectation:** £20,000 per annum

## Compliance and HR Administrator

Paul is a strong candidate for an administration position. He is looking for roles in Stockton, Billingham or Thornaby. He has a vast amount of experience in case handling, risk monitoring and administrative work. In his current role he is responsible for onboarding new employees, creating contracts and dealing with employee documentation. Paul is extremely personable, pragmatic and has a drive and focus to gain customer satisfaction. He is seeking a permanent position in compliance, accountancy, payments, and complaints. Paul has access to his own transport and would have no problems travelling to and from work.

### Key Skills

- Competent with Microsoft Office Packages such as Excel.
- Customer service
- Strong attention to detail
- Handling employee documentation

### Relevant Work Experience

#### *Onboarding Administrator*

- Handling employee personal information
- Creation of precise and accurate contracts

#### *Administration Assistant*

- Processing applications via email, post, and bespoke online systems
- Working to tight deadlines and updating internal systems
- Communicating with various internal departments
- Ensuring accuracy and confidentiality within information provided

#### *Payments and Calculations Agent / Case Handler*

- Resolving customer queries and maintaining a high standard of customer service
- Large volume data entry
- Complying with data protection and GDPR

# Sophie



**Location:** County Durham  
**Availability:** Immediate  
**Salary expectation:** £40,000 per annum

## Accountant

Sophie is an excellent candidate for a position as an Accountant. Sophie has many years of experience dealing with all aspects of accountancy. She uses her own initiative and works well under pressure. She possesses a great work ethic and is always challenging herself to learn new skills and techniques. She is not afraid to dive straight into a challenge. Sophie is competent in using all IT system and Microsoft packages. She is seeking a full-time position.

### Key Skills:

- Competent in using Sage Line 50, SAP, Xero QuickBooks
- Managing audits
- Dealing with all VAT returns
- Excellent teamwork

### Key Work Experience:

#### *Accountant*

- Monthly reports and balance sheets
- Credit control
- Managing a range of clients
- Calculating commission rates for all sales team employees
- Liaising with all departments within the company

### Qualifications:

- ACCA Accountancy Qualification
- Level 3 AAT Qualification

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**INTERESTED IN ONE OF  
OUR AWESOME  
CANDIDATES? DON'T  
BE SHY GET IN TOUCH!**

Call 01429 363160 or  
Email [recruitment@heylo.co.uk](mailto:recruitment@heylo.co.uk)



At **Heyllo! Recruitment** we have continued to develop and expand our range of services and solutions, becoming one of the regions fastest growing recruitment companies with nationwide coverage. We pride ourselves on delivering awesome!

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## TEMPORARY Recruitment Solutions

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### We can support the Commercial Sector with:

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# Connect



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# Keep in touch

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A woman with long brown hair and glasses, wearing a grey blazer over a light blue button-down shirt, is holding a black clipboard and gesturing with her right hand as if in conversation. She is looking towards the right. In the foreground, the back of another person's head and shoulder is visible, also in a grey blazer. The background is a blurred office environment. The entire image is overlaid with a semi-transparent blue filter. At the top of the page, there is a yellow horizontal bar with a diagonal line pattern.

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