



Family-owned & **family-run**, recruitment you can **trust**.

We are a local, **family-run recruitment agency** with offices in Witham and Bury St Edmunds. We recruit permanent and temporary roles across six sectors, offering a friendly, professional service to businesses across Essex and Suffolk, and build long-standing partnerships to find the right fit every time.

Witham
01376 502999

Bury St Edmunds
01284 413456

Find out more:
www.prime-appointments.co.uk





Robyn Holmes - Joint Managing Director
Jack O'Brien - Joint Managing Director
Katie Holmes - Operations Manager

WHO WE ARE

A Family Business That Cares

As a proud second-generation, family-run agency, we bring a personal approach. We understand that recruitment is about more than just filling a role – it's about making the right match for your business. That's why we treat every hire as if it were for our own company, taking the time to fully understand your needs and ensuring we find the best fit for both the business and the candidate.

Local Expertise, Lasting Partnerships

Established in Essex and Suffolk since 1992, we've built a strong understanding of the local job market and the challenges businesses in the area often face. Because we only register candidates who live locally and can commute, you'll only see people who are genuinely available and ready to work. We often meet candidates in person, which gives us a better feel for who we're putting forward. Being based nearby means we're easy to reach and on-hand when you need us.

OUR OFFICES



Witham Essex

Prime Appointments Limited,
Austin House,
Newland Street,
Witham,
CM8 2BA



Bury St. Edmunds Suffolk

Prime Appointments Limited,
St Andrew's Castle
33 St Andrew's St S
Bury St Edmunds,
IP33 3PH

OUR EXPERTISE

Our team is made up of experts in each field, providing a seamless recruitment solution across your business.

Every consultant you work with is an expert in your specific industry, meaning they understand the skills, experience, and qualities needed for the role. When you share your job requirements, they'll know exactly what to look for, reducing time wasted on unsuitable candidates and ensuring you receive the right people from the start.

Although our consultants are specialists, our teams collaborate closely. So, if your needs span multiple areas—like warehouse and office support—we work internally to keep things simple. You'll have access to the right expert for every role, all

under one roof, with no need for multiple agencies. _
The service remains joined-up, consistent, and efficient.

We don't take a one-size-fits-all approach to recruitment. Whether you're looking for reliable **temporary cover** or a long-term **permanent hire**, we have consultants who specialise in each. They understand the different priorities that come with each type of role and will guide you through the process with the right level of urgency and care.

Want to know more about the industries we specialise in? **Read on to see how we can support your business.**



Accountancy & Finance

Placing skilled finance professionals such as accountants, bookkeepers, payroll specialists, finance managers, and credit controllers.



Engineering

Recruiting mechanical, electrical, quality, design, software, process and maintenance engineers, CAD technicians, CNC programmers, and project managers.



Food & Beverage

Covering roles in food production, including production line operatives, line leaders, quality control managers, food hygiene specialists and production managers.



Manufacturing

Sourcing production line operatives, assemblers, machine operators, maintenance engineers, welders, CAD technicians, production supervisors, and quality control specialists.



Office & Administration

Recruiting for key office roles, including administrators, customer service staff, marketing professionals, HR professionals, office managers, and procurement specialists.



Warehouse

Supplying warehouse operatives, forklift drivers, pickers & packers, despatch operatives, stores personnel, inventory controllers, container unloaders and logistics coordinators.

PERMANENT RECRUITMENT SOLUTIONS

Permanent recruitment is for roles where you're looking to add someone to the team for the long term. We understand how important these hires are and the impact they can have on the wider team. It's not just about finding someone with the right skills – it's about finding someone who will integrate well and grow with your business. That's why we look at more than just experience. We assess each candidate's personal qualities, values, and future plans to make sure they're a good fit for your company culture.

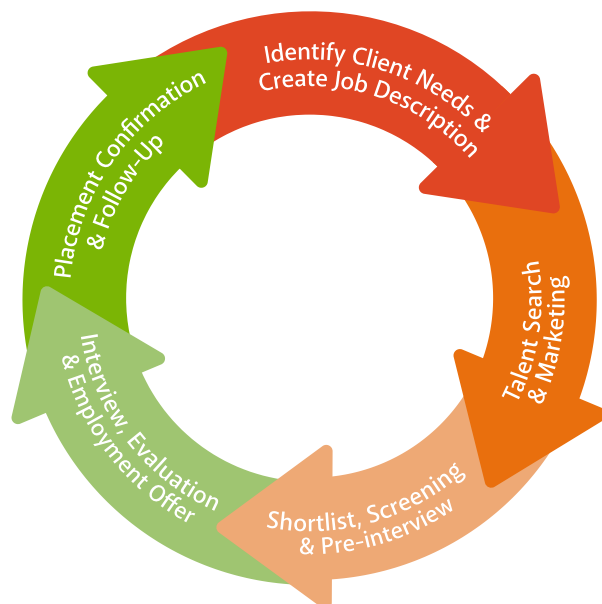
We manage the whole process – from understanding what you need, to advertising, shortlisting, and interviewing. You'll only see candidates we believe are a strong match, and we'll support you right through to the offer and start date.

There's no cost to use the service until we find the right person. We work on a flat fee basis, which is only paid once your chosen candidate accepts the job. That means you can use our support risk-free until we deliver.



360 Recruitment Consultants

With us, your consultant handles everything from start to finish. They take the brief, find and speak to candidates, manage interviews, and see the placement through. No passing you from person to person. Just one contact who really gets what you need, making the process quicker, easier, and more personal.



TEMPORARY RECRUITMENT SOLUTIONS

Temporary recruitment is a flexible staffing solution that allows you to bring in workers for a set period of time — whether that's to cover sickness, holiday, seasonal peaks, or short-term projects. It gives you quick access to staff without the long-term commitment.

We manage everything, from sourcing the right people to handling contracts, payroll, and compliance. It's ideal if you need someone to start quickly and get the job done without delay.

We also offer a temporary to permanent option. This means you can bring in a candidate on a temporary basis (usually for 12 weeks) and, if they're the right fit, you can move them onto your own team permanently. It's a low-risk way to hire with confidence.



Chris Mason

Extensive Database of Pre-Registered Candidates

We have a large, GDPR-compliant database of local candidates ready to step in when you need them. Whether it's sudden absences or busy periods, we quickly find the right, temporary member of staff to keep your business running smoothly. Our staff are fully qualified and ready to work from day one—saving you time and hassle.



WHY CHOOSE PRIME?

Access to Same-day Staff

We can help when you're experiencing staff shortages. With a large, GDPR-compliant database of local candidates, we can quickly meet your staffing needs. Whether covering absences or handling seasonal surges, we provide thoroughly vetted candidates who fit your requirements. Our efficient approach saves you time, ensuring temporary staff are ready to contribute from day one.



In-house Payroll & Marketing

Our in-house accounts and marketing teams provide essential support to your recruitment process. Our accounts team manages payroll, tax, and holiday pay for temporary staff, ensuring compliance and accuracy. Meanwhile, our in-house marketing team actively promotes your vacancies across social media, Google search and on job boards such as CV Library, Reed, Indeed and LinkedIn to expand the reach on your vacancy within the local area. Both teams work to streamline hiring for your business.



Personalised Recruitment Service in Essex & Suffolk

We personalise our recruitment service to fit your exact needs, whether you need staff for a single shift, a month, or a temp-to-perm role. We adapt to your business by managing last-minute cover, scaling workforce levels, adjusting recruitment strategies, and offering flexible payroll options—ensuring a smooth, tailored hiring experience every time.





4.8[★]

*Google Rating from
600+ Reviews*

100K⁺

*Temporary and Permanent
Placements made and counting!*

MANUFACTURING RECRUITMENT

We recruit for a wide range of manufacturing roles across Essex and Suffolk. From entry-level production workers to skilled machine operators and technical specialists, we understand the hands-on skills, reliability, and attention to detail needed in manufacturing environments.

Whether you need help keeping your production lines running or are building a long-term workforce, we'll work closely with you to find the right fit fast.

Industries we support

We support manufacturing roles in sectors such as:

- Automotive
- Aerospace
- Electronics
- Pharmaceuticals
- Textiles & Apparel
- Chemicals
- Furniture & Wood
- Building Materials
- Renewable Energy
- Construction
- Manufacturing

Why local businesses trust us

- Local recruiters with hands-on knowledge of the manufacturing sector
- Quick, reliable cover for temporary, permanent, and temp-to-perm roles
- Candidates vetted for skill, experience, and workplace reliability
- Focused on quality, safety, and keeping your production on track

Roles we regularly place

We regularly recruit for a wide range of roles across manufacturing, these include:

Production & Machine Ops:

Assemblers, Machine Operators, Production Operatives, Workshop & Factory Operatives

Skilled Trades & Fabrication:

CNC Programmers, Mechanical/Electrical Assemblers, Control Panel Wirers, Bench Joiners, Wood Machinists, Carbon Laminators, Paint Sprayers

Engineering & Design:

Manufacturing/Production Engineers, Process Engineers, Design Engineers, CAD Technicians

Quality & Compliance:

Quality Managers, QC Inspectors, Compliance Officers

Leadership & Projects:

Team Leaders, Supervisors, Project & Programme Managers, Leadership Positions, Operations Managers and Production Managers.

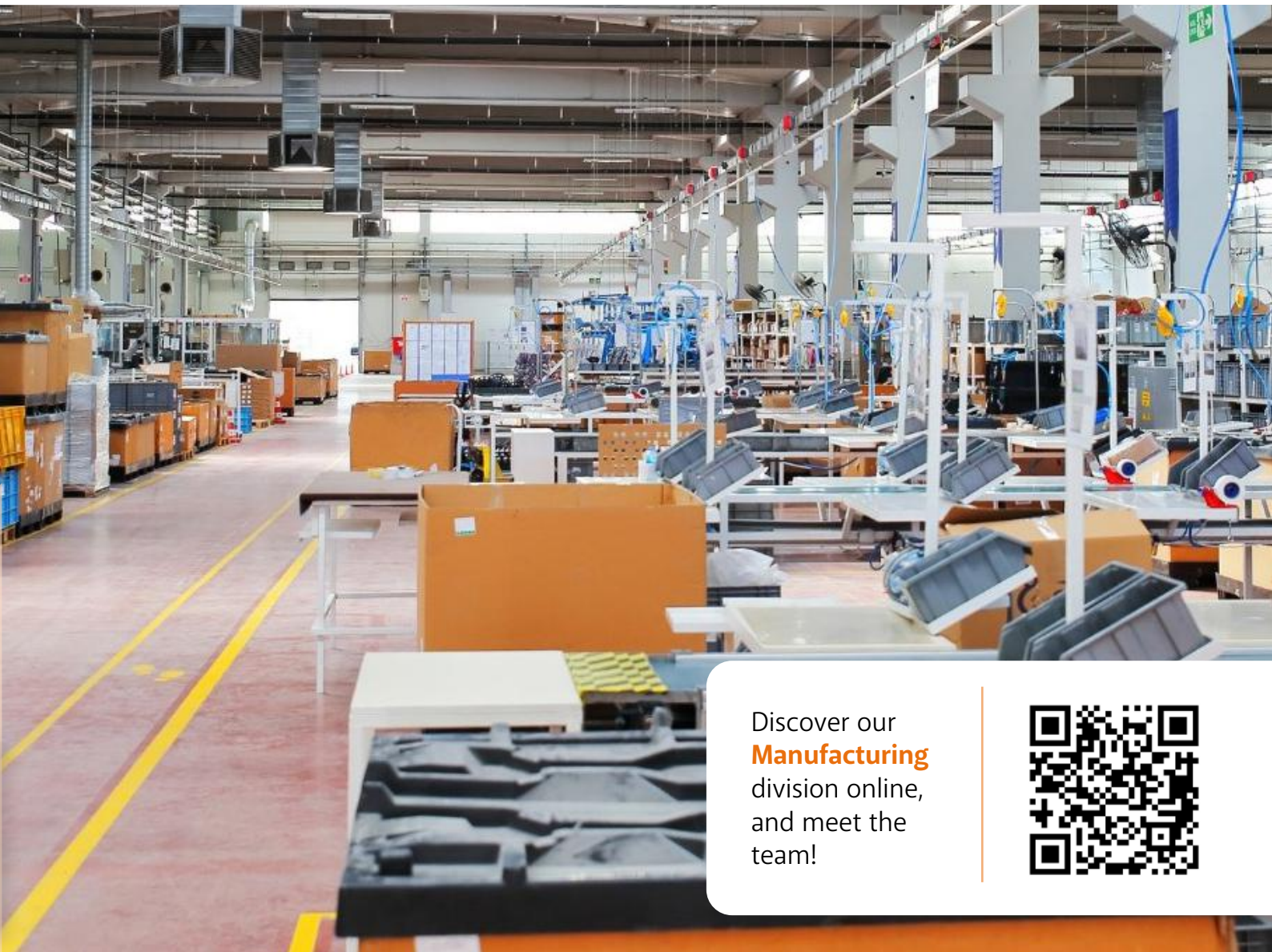


“

I have worked with Prime Appointments for some years now for the provision of temporary staff for our Production areas. I have always found the communication with Simon Clark and the team to be extremely professional and the candidates they have provided to be of excellent calibre, they will always be my first port of call when it comes to looking for new staff. I would not hesitate to recommend them.

”

Sandra
5-Star Google Review



Discover our
Manufacturing
division online,
and meet the
team!



ENGINEERING RECRUITMENT

We recruit for a wide range of engineering roles across Essex and Suffolk. From hands-on engineers to technical specialists and senior management, we understand the expertise, precision, and reliability that businesses need when hiring in the engineering sector. We also know that familiarity with specific machinery, tools, and industry knowledge often plays a big part in finding the right fit. Whatever the role, we work closely with you to find the right person quickly and efficiently.

Industries we support

We are trusted by some of the region's leading engineering and manufacturing companies to find the right people across a range of industries, including:

- Automotive
- Aerospace
- Electronics
- Pharmaceuticals
- Textiles & Apparel
- Chemicals
- Furniture & Wood
- Building Materials
- Renewable Energy
- Construction
- Manufacturing

Why local businesses trust us

- Specialist recruiters who understand the specific skill of engineering roles
- Fast, accurate hiring to avoid project delays and downtime
- All candidates thoroughly screened for skills, qualifications, and safety standards
- We match people who not only meet the spec but fit your team and working environment

Roles we regularly place

We regularly recruit for a wide range of roles across technical and engineering. These include:

Electrical, Mechanical & Electronics:

Electrical Engineers, Electronics Engineers, Mechanical Engineers

Maintenance & Process:

Maintenance Engineers, Process Engineers

Quality & Design:

Quality Engineers, Quality Inspectors, Design Engineers, CAD Technicians

Software & CNC:

Software Engineers, CNC Programmers

Project & Senior Roles:

Project Managers, Programme Managers, Senior Engineering Management



“

When running a small business, time is at a premium this includes recruiting the right person for the job vacancy . Julia is always my first port of call when I need a “techie” ! Unlike many personnel in employment agencies she actually listens to our requirements and only refers the applicants that closely match the criteria We have never been disappointed by the calibre of those we have subsequently employed . Thank you for your support Julia ! It is much appreciated

”

Marilyn
5-Star Google Review



Discover our
Engineering
division online,
and meet the
team!



WAREHOUSE RECRUITMENT

We recruit for a wide range of warehouse roles across Essex and Suffolk. From entry-level pickers and packers to experienced forklift drivers and warehouse supervisors, we know how important it is to find reliable, safety-conscious, and hard-working staff who can handle the demands of fast-paced warehouse environments.

Whether you need extra support for peak seasons, cover for staff absence, or long-term hires, we work closely with you to find the right

Industries we support

We support manufacturers across the following and other related fields:

- Logistics & Distribution
- Food & Beverage
- Manufacturing
- Retail & E-Commerce
- Construction
- Automotive
- Technology

Why local businesses trust us

- Local recruiters who understand the pace and pressure of warehouse operations
- Fast, dependable cover for temp, perm, and temp-to-perm roles
- Candidates personally vetted for reliability, attitude, and job readiness
- Focused on safety, attendance, and keeping your operation running smoothly

Roles we regularly place

We regularly recruit for a wide range of roles across warehouse operations. These include:

Warehouse Operations:

Warehouse Operatives, Picker/Packers, Goods In Operatives, Despatch Operatives, Container Unloaders, Yard Operatives

Forklift & Equipment:

Forklift Drivers (Counterbalance, Reach, Bendi), PPT Operatives, LLOP Drivers

Stock & Inventory:

Stock Controllers, Inventory Clerks, Stores Personnel

Supervisory & Support Roles:

Team Leaders, Warehouse Supervisors, Shift Coordinators

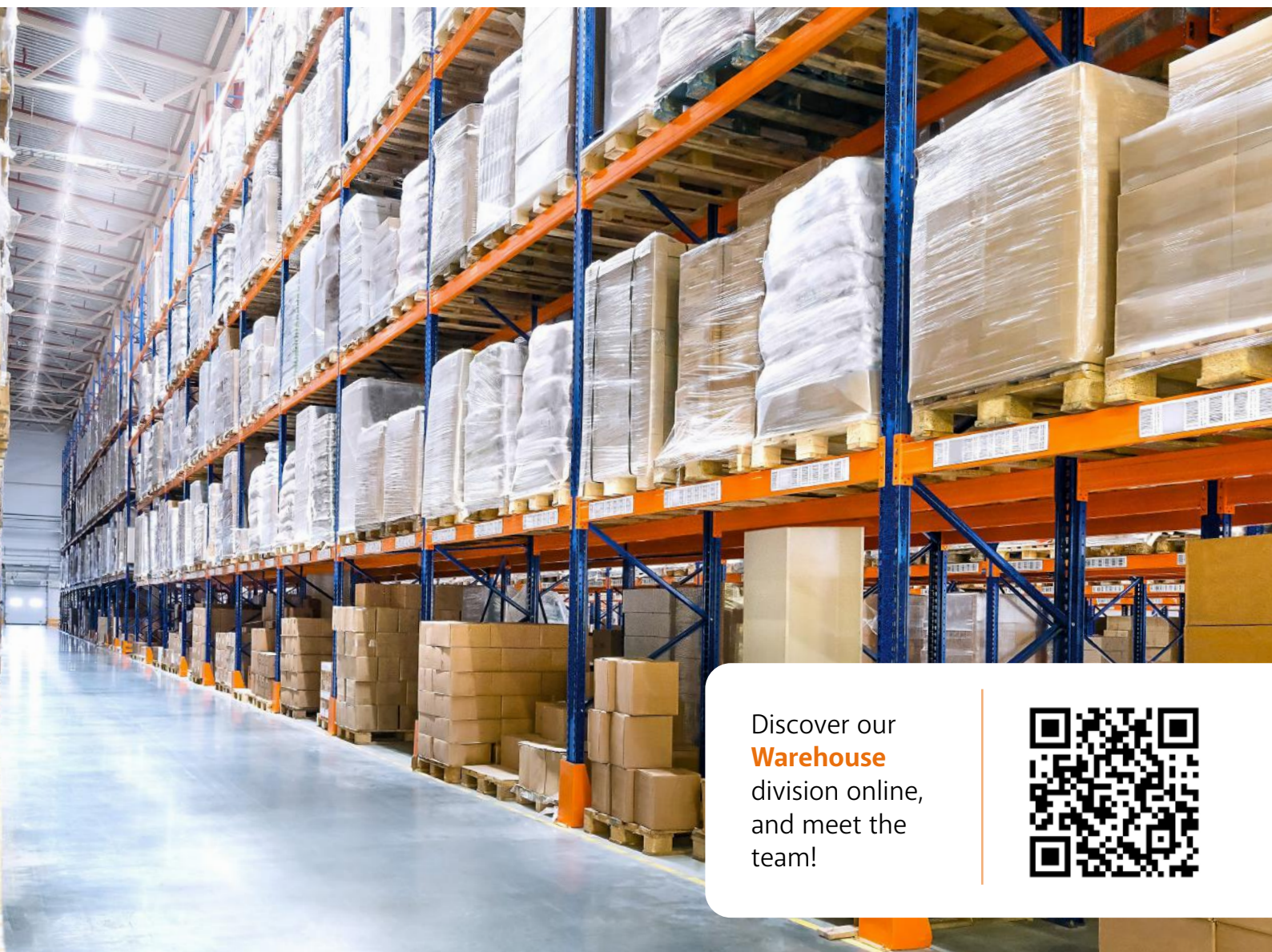


“

Our organisation has used Prime Appointments for a number of years now and always received great responses and the utmost care when placing candidates for our warehouse vacancies. Ross Brown, the Senior Consultant, has been attentive, focused, and has a genuine desire to help our business in finding the right staff for our roles. He is a credit to Prime Appointments.

”

Louis
5-Star Google Review



Discover our
Warehouse
division online,
and meet the
team!



FOOD & BEVERAGE RECRUITMENT

We specialise in recruiting for food and beverage manufacturing across Essex and Suffolk. From large-scale production lines to small batch operations, we understand the pace, standards, and staffing challenges of this industry.

Whether it's high-volume output, strict hygiene standards, or flexible shift patterns — we know what you need from your staff and we are used to finding the right fit quickly.

Industries we support

We support food manufacturers across the following and other related fields:

- Food production
- Beverage bottling and canning
- Bakery and confectionery
- Dairy processing
- Meat and poultry production
- Pet food manufacturing
- Wholesale and packaged foods

Why local businesses trust us

- Local recruiters with direct experience in food and drink manufacturing
- Fast, reliable cover for temporary, permanent, and temp-to-perm roles
- Candidates vetted for relevant skills, attitude, and reliability
- We are GLAA licence holders and Sedex members – ethical, compliant recruitment.

Roles we regularly place

We regularly recruit for a wide range of roles across food and beverage manufacturing. These include:

Line & Factory Roles:

Line Operatives, Packing Operatives, Machine Operators

Technical & Quality:

QA Technicians, Hygiene Operatives, QC Inspectors, Food Hygiene Specialists, Technologists

Engineering & Maintenance:

Maintenance Engineers, Shift Technicians

Leadership & Support:

Line Leaders, Production Supervisors, Team Leaders, Quality Control Managers, Compliance Officers, Technical Supervisors



“

I've worked with Prime for over a year and half now and the service they provide as an agency is exceptional. For me, communication is key and that's exactly what I get from them at the highest level. They have been over to visit our site so they get a good understanding and always wanting to checking in and make sure that there candidate searching is correct and point. Solid agency to use as a candidate and from a company perspective. Thanks for all the help.

”

Gemma
5-Star Google Review



Discover our
Food & Beverage
division online,
and meet the
team!



OFFICE & ADMINISTRATION RECRUITMENT

We recruit for a wide range of office and business support roles across Essex and Suffolk. From entry-level admin assistants to experienced HR professionals and office managers, we understand how important it is to find reliable, organised, and people-focused staff who fit into your business, both in their skill-set, industry knowledge and personal qualities.

Whether you need help covering sickness, maternity leave or are hiring for a long-term role, we work closely with you to find the right person quickly and without hassle.

Industries we support

We place office professionals into a variety of sectors, including:

- Manufacturing
- Engineering
- Construction
- Logistics
- Supply Chain
- Blue-collar support environments
- SME and corporate office teams

Why local businesses trust us

- We are local recruiters who understand the needs of busy office environments
- Quick, reliable cover for temp, perm, and temp-to-perm roles
- Candidates vetted for skills, professionalism, and personality fit
- Focused on service, communication, and keeping your business running smoothly



Roles we regularly place

We regularly recruit for a wide range of roles across office & administration. These include:

Business Support & Administration:

Receptionists, Administrators, Office Assistants, PAs, EAs, Data Entry Clerks

Customer & Client Services:

Customer Service Advisors, Call Handlers, Key Account Managers

HR, Procurement & Office Management:

HR Administrators, HR Officers, Office Managers, Procurement Assistants, Purchasing Coordinators

Logistics & Supply Chain Support:

Logistics Coordinators, Import/Export Administrators

IT & Creative Support:

1st Line Support, 2nd Line Support, Marketing Assistants, CAD/Design Support



“

I had an amazing experience with Prime Appointments, thanks to Laura! She was incredibly kind, supportive, and always available to help. From the very beginning, she guided me through the job search process, making everything smooth and stress-free.

Thanks to her dedication, I was able to land a fantastic job quickly. She made the entire onboarding process easy and ensured I had everything I needed before starting my new role.

”

Sooraj
5-Star Google Review



Discover
our **Office &
Administration**
division online,
and meet the
team!



ACCOUNTANCY & FINANCE RECRUITMENT

We recruit for a wide range of accountancy and finance roles across Essex and Suffolk. From entry-level accounts support to senior finance leadership, we understand the attention to detail, discretion, and trust that businesses need when hiring in this area.

Whether you need someone to manage the day-to-day accounts or you're growing your finance team, we work closely with you to find the right person without delay

Industries we support

We place finance professionals across a range of industries, from traditional office-based environments as well as blue-collar environments such as:

- Manufacturing and Engineering
- Construction and Property
- Logistics and Distribution
- Food Production
- Automotive and Aerospace
- Creative, Media and Marketing

Why local businesses trust us

- Specialist recruiters who know what to look for in finance professionals
- Personal service with one point of contact
- Thorough vetting including face-to-face registration, references, and candidate screening
- We match more than just skills – we find the right fit for your team

Roles we regularly place

We match candidates with the right experience and qualifications, including AAT, ACCA, CIMA, and ACA where needed.

We regularly recruit for a wide range of roles across accountancy and finance. These include:

Accounts Support:

Accounts Assistants, Purchase Ledger Clerks, Sales Ledger Clerks, Payroll Administrators

Credit & Bookkeeping:

Credit Controllers, Bookkeepers

Qualified Finance Roles:

Management Accountants, Financial Controllers, Finance Managers, Finance Directors.



“

Katie has been an absolute pleasure to work with. Having recently been made redundant and stressing over the next steps, I'd made contact with a couple of other recruitment companies but Katie's friendly and supportive approach far outweighed everyone else's. She's friendly, approachable, knowledgeable and she actually listens to you.

I can't thank Katie enough, I've literally just secured my dream job and it's all thanks to Katie and the Prime appointments team.

”

Pete

5-Star Trustpilot Review



Discover our
**Accountancy &
Finance** division
online, and
meet the team!



OUR RECRUITMENT PROCESS

We Understand



- You'll speak with a dedicated consultant who knows your industry and listens to your needs.
- For permanent roles, we may visit your site to get a feel for your culture and team. For temps, a quick call helps us nail down role details, start date, and duration.
- We keep things simple: you'll only get no hassle clear updates from us.



We Search



- Permanent: Alongside our database, we promote your vacancy online and through our marketing. We also contact suitable passive candidates directly. We consider skills, motivation, and cultural fit in all of the applicants.
- Temporary: We start with our pool of local, pre-vetted temporary staff and, if needed, widen the search through job boards, social media, and referrals. Every candidate is checked for availability, travel distance, and reliability.



We Deliver



- Permanent: We organise start dates, check in during the first weeks, and provide ongoing support. Need more hires? We're always here to help.
- Temporary: We manage payroll, timesheets, and invoicing clearly and efficiently throughout the placement. If you need extra cover or an extension, just let us know.



We Support



- Permanent: We shortlist only the strongest candidates, saving you time. We also coordinate interviews and assist with salary negotiations.
- Temporary: For urgent same-day cover, we send a qualified worker directly to you. For longer placements, we can arrange interviews if required.



Carl Bashford



MAKING A DIFFERENCE TOGETHER



Proud to support Alzheimer's Society

At Prime Appointments, supporting Alzheimer's Society is something we care deeply about.

In 2018, we set ourselves the goal of raising £100,000 over ten years. Thanks to the incredible support from our team, clients, family, and friends, we hit that target in just three years.

We've kept going ever since and are now proud to have raised over £300,000

A big thank you to everyone who's helped us along the way, your support really does make a difference.

Why This Cause Matters To Us

For us, this commitment is deeply personal. Our co-founder, Margaret Locke, was diagnosed with Alzheimer's at just 51, which brought the impact of this disease into our daily lives. Watching Margaret, a vibrant, passionate person, face Alzheimer's inspired our Managing Director, Robyn, to dedicate herself to this cause. Her drive to raise as much support and awareness as possible has fueled our fundraising efforts every step of the way.

Want to join our next event?

You can keep up with all our fundraising news and upcoming events on our website. If you'd like to get involved, that's where you'll find everything you need to sign up and take part.

Help us make a difference:

www.prime-appointments.co.uk/about-us/fundraising



GET IN TOUCH

Finding the right staff doesn't have to be stressful—we make recruitment simple, fast, and tailored to your needs. Whether you need immediate cover or a long-term hire, our team is ready to help.

Get in touch today and let's find the perfect fit for your business:
enquiries@prime-appointments.co.uk

Bury St Edmunds

01284 413456

Witham

01376 502999



www.prime-appointments.co.uk