



Beaumont Select Customer Service Policy

Beaumont Select Ltd is a member of the Recruitment and Employment Confederation (REC) and adheres to their Code of Professional Practice.

Beaumont Select Ltd Customer Service Policy Statement:

At Beaumont Select Ltd we will endeavor to provide you with a professional, courteous and comprehensive service at all times. If you would like to make any comments, suggestions, raise a query or make a complaint about the service you have received, please contact us. Our contact details are set out below. We will respond to your query within 2 - 4 working days.

This policy will be kept up to date, to reflect changes in the nature and size of the business. To ensure this, the policy and its effectiveness it will be reviewed annually.

Courtesy

All recruitment consultants are trained to achieve exceptional customer service standards. We will always undertake customer communications in a friendly, knowledgeable, professional and courteous manner, to meet or exceed the needs of our customers.

Communication

We Beaumont Select Ltd will return all phone calls and emails received from clients and registered candidates and applications in respect of specific vacancies within agreed timescales. Information provided will be accurate. Where we are unable to meet this agreement we will inform you of this as soon as possible and agree a new deadline.

Consistency

As part of our commitment to upholding professional standards, we will review our policies annually to ensure that they continue to meet business needs and the Recruitment and Employment Confederation's Code of Professional Practice; and that they are consistently applied to all our customers.

Complaints

Beaumont Select Ltd seeks fair, just and prompt solutions to any complaints and appeals. All such issues should be directed to the Managing Director in the first instance, where they will be acknowledged and directed to the attention of the appropriate person. A complaints process is in place for any disputes; copies are available from our offices or viewable on our website at: [View our Complaints Policy & Procedure](#)

Access to Information

We comply fully with the provisions of the Data Protection Act 1998. Any personal or confidential information held by us about a client or work seeker is fully accessible to that person or body for review or editing by contacting the Managing Director.

Reduce Bureaucracy

Wherever possible, without compromising our legal requirements and professional standards we strive to reduce the burden of unnecessary paperwork.

How to Contact Us

Name: Mr. David Tipple (Director)

Address: Beaumont Select Limited, West Point, Springfield Road, Horsham, West Sussex RH12 2PD

Tel: 01403 248448 Fax: 01403 248648 email: admin@beselect.co.uk Web: www@beselect.co.uk

To see more about our values: [Beaumont Select Values](#)