

# Life at Cobalt.





Our **purpose** is simple; to get  
you to your goals faster.

# Welcome to the world of **Cobalt.**

# 1

**In an overcrowded market, we are authentically **different**.**

Cobalt is a special business. We believe relationships are built on trust, chemistry and expertise, and we truly value them. When asked, our teams across the world consistently said that 'Friendly' and 'Professional' were the words they associated most with Cobalt. As a team, we are confident in the value of what we do and how we do it, because we know we offer something that can't be found anywhere else.

# 2

**We're proud of our 22 year history, yet we are **constantly** embracing change.**

If you're looking for a flexible career with a truly specialist business, we operate in some of the best international markets in the world. We know what we are good at, and we stick to it.

We continue to achieve our market-leading reputation by working with ambitious, passionate, and dedicated people in the world of real estate, construction and the broader built environment.

# 3

****People** are at the forefront of everything we do.**

We want the best for you, always. We trust you to take responsibility for delivering against mutually agreed goals, in an empowering environment where we are committed to seeing you succeed. This document will help you understand a bit more about who we are, and we hope your career with us is long, enriching, and rewarding.



**Marcus Davies Bateman**  
UK Managing Director

## **We're Cobalt to the core.**



We are **authentically** different.

# Life at Cobalt.

Cobalt's **culture** of caring is at the heart of all that we do, so our comprehensive **perks** and **benefits** programme focuses on work/life balance and recognising our Cobaltians for their valuable contributions.

Looking out for you:



4 Day working week



Unlimited annual leave



Work from home policy



Private medical care



Increased pension contribution



Social committee



Professional counseling



Cycle to work scheme



Perkbox membership



Personal development



Office wardrobe loan



Downtime days



Home office set up loan



Dogs in the office



Season ticket loan



Birthday day off



Online and in-person socials



Annual flu vaccination



£1000 return from maternity bonus



Annual eye test



Breakfast and fruit in the office



Double statutory maternity



As a **team**, we're proud to deliver **quality** with **integrity**. This is why the best recruiters want to work for us and why we think you will too.

#### Rewards and recognition

- ✔ High achievers annual paid holiday
- ✔ High achievers lunches
- ✔ Summer and Christmas parties
- ✔ Quarterly events and prizes
- ✔ Monthly awards and competitions
- ✔ Regular retail voucher incentives

#### World-class systems and memberships

- ✔ Paid LinkedIn recruiter licences
- ✔ Salesforce CRM
- ✔ CRM integrated phone system
- ✔ Herefish automations
- ✔ APSCo membership
- ✔ TRN membership

# Real Estate & Construction Specialisms.

## Investment & Acquisitions Specialists



### Invest

- Banking & Finance
- Fund Accounting
- Debt/Lending



### Appraisal

- Environment Consultant
- Surveyors
- Valuations



### Finance

- Corporate Finance
- Structured Finance
- Acquisitions



### Feasibility

- Surveyors

## Design & Development Experts



### Planning

- Master-Planning/LA
- Urban Design
- Town Planning



### Design

- Architecture & Design
- Design Engineering
- Interior Design



### Procure

- Quantity Surveyor
- Cost Consultancy



### Construction Management

- Project Management
- Construction Management
- Programme Management

## Asset & Property Management Professionals



### Systems

- Property Management Accounts



### Maintenance

- MEP
- Engineers



### Operations

- Facilities Managers
- Building Surveyors
- Property Managers



### Asset Management

- Asset Management
- Valuation
- Leasing

**Maria Sinclair**  
Director

“The ability to become a specialist in your space is something the business fully supports you with and the fact that you get to collaborate with some truly great people along the way is a bonus!”

# Careers at Cobalt.

## Our sales team commission structure includes:

- » Uncapped Consultant Bonus Scheme which pays up to 50%
- » Guaranteed minimum earnings for all consultants of 33% of billings
- » No threshold – earn bonus from your first earnings
- » Interim scheme accelerator pays up to 60%
- » Similarly uncapped Management Bonus Scheme, again with no threshold
- » Associate Director scheme pays 5% of team EBITDA, on top of Consultant Bonus and Management Bonus Schemes
- » Clear and transparent salary bandings, earning potential and promotion targets

### Associate Consultant

Learn how to recruit properly and put it into action. Work closely with candidates and move towards managing clients and full recruitment processes.

### Consultant

Now operating with confidence as a 360 degree recruiter, during this stage you will experience exponential growth in terms of your recruitment understanding and billing achievements.

### Senior Consultant

You've succeeded as a consultant and are now a true expert in your area, and are passing this expertise onto others and starting to think about whether management might be for you.

### Principal Consultant

Starting your management career, if that's what you choose. You will learn to balance the management of your own revenue generation with the training and development of others.

### Executive Consultant

Rather hone your skills as a recruiter at the top of your specialist field? No problem, the Executive Consultant route allows you to focus on revenue generation and key account management, whilst still setting an example for others to follow.

### Managing Consultant

You are an established manager, with a team of at least 3-5 consultants, your own P&L, and full control over the direction of the team and the areas that it covers. You are starting to develop principals beneath you and you are on the path to stepping up to Associate Director.

### Associate Director

This is where the executive and management routes reunite. Whichever path you chose, anyone at Cobalt can become an AD, because the senior management team is stronger and more capable when it comprises both excellent managers and sector/specialism leaders.

### Director

You're now at the top table, with managers leading teams to inspire and motivate, and the ability to positively effect the overall direction and strategy of the business. You will still have the billing responsibility, but your success will be judged by the achievements of those you are leading.

**Chris Sycamore**  
Managing Consultant

“ The best thing about Cobalt is the collaborative nature in the business and culture of sharing and teamwork. Not every role sits in one neat little box within my own industry sector, and it's a good feeling to be able to count on colleague's support and expertise when you need it most. ”



We're here for the **long-haul**.

# Backbone, the **foundation** of everything we do.

Recruitment done properly is a **team-game**. We use the term Backbone for all those in a supporting role, because that is exactly what they are to the business. No salesperson can be effective without the right people in the following functions:

## **Operations & Front of House**

Whether you're receiving clients at reception and ensuring their first impressions are impeccable, or you're responsible for making sure everything runs smoothly and the culture is one of positive support and inclusivity, you play as important a role as any fee-earner.

## **Marketing & Communications**

A key partner function to the salesforce. Done right, marketing works in harmony with sales, making sure that the Cobalt brand and the systems we use are working 24/7 to generate valuable leads, be they prospective candidates, clients or future Cobaltians.

## **Finance, Compliance & Interim Support**

These functions work closely with managers and directors at all levels to make sure that business planning and strategy are sound, and the right data is being used to help manage progress versus key objectives.

## **Systems & Technology**

Cobalt has embraced a market leading Salesforce-based CRM with both a cutting edge website and data-driven marketing application, and the best recruitment data-analysis software available. Moreover our technology is reliable, easy to use and mobile. Whether Cobaltians are working from home or the office, you will make sure they are 100% effective.





# It's all about **balance.**

**Working from home is a reality of life, so our policy is clear.**

You can choose to be in either our Manchester or London office at least three days a week, one dedicated day with your team and others to suit your schedule. The other days are up to you, office, home or holiday rental.

Alternatively, we have a flexible remote working contract for staff who are permanent home workers. Our remote employees are based from the Orkneys to Brighton!

**We want you to have everything you need to maximise your potential:**

- ✔ **Company laptop**
- ✔ **Second screen, mouse and keyboard**
- ✔ **Headset**
- ✔ **Salesforce integrated webphone system and mobile app**

You can also benefit from an interest-free loan to help with the cost of a desk and chair for your home office, as well as a wardrobe refresh to always look your best.

**Tom Enefer**  
Associate Director

“ Cobalt provides a progressive, collaborative and consultative culture where we are encouraged to place quality and integrity at the forefront of everything we do. We are pushed to reach our potential whilst also having fun. ”

Cobalt **Cares.**

**Our culture of caring fosters a passion and commitment which means we take responsibility for delivering results and making a positive difference to the world around us.**

**We live by our Cobalt DNA.**



We strive for **quality**.



We act with **integrity**.



We excel at **delivery**.



We take **responsibility**.





We are proud to have a **dedicated Wellbeing and Social Team**. They organise activities to **support** our mental, emotional, physical and social health.

These range from:

- ✔ Yoga
- ✔ HIIT classes
- ✔ Supper clubs
- ✔ Art classes
- ✔ Mindfulness workshops
- ✔ Downtime days
- ✔ Professional counseling sessions

### Future Frontiers

Future Frontiers is a not-for-profit that partners with low decile schools and pairs a young person coming to the end of their schooling with a professional, like us, who acts as a career coach. As coaches, we guide them to discover more about their chosen career path and put them in touch with an inspiring industry professional.

### Charity Events

We organise an annual charity cycle, walk, or run to fundraise money for a valued charity while bringing the team together over a shared goal. Every year during December we have a festive fundraiser for charities that focus on supporting vulnerable people over the holidays.