



Making do won't do,  
personally or professionally.



## Administrators

Putting the right person in the right job at any level is the most important business decision you will ever make.

### What job roles do we recruit for?

Tay provides temporary, permanent and contract staff for the following job roles and types of assignments to London based organisations:

- Clerical officers & assistants
- Project administrators
- Office juniors
- Database administrators
- Short term temporary cover
- Maternity leave cover
- Fixed term contracts
- Permanent jobs

We are competitively priced and offer access to a unique source of high calibre applicants who often register exclusively with Tay based on reputation and recommendation.

### Why use an agency to find your administrators?

London is a vast pool of applicants with "administration" skills which makes a search for an administrator a daunting task. The right agency will interpret your requirements and provide you with a solution that does not impact negatively on your time or efficiency.

### Why use Tay?

Since its foundation in January 1999, Tay has found permanent jobs, temporary assignments and contracts of all lengths for a dizzyingly broad range of office experts. We listen to and interpret your requirements and use our comprehensive interview to identify both the tangible skills and the latent abilities and potential of our applicants. We see it as our mission to identify the administrators who will become your unsung heroes.

please contact

020 7065 6700 or visit [www.tayassociates.com](http://www.tayassociates.com)