

Tooth pick?



Making do won't do,
personally or professionally.



Desk Assistants • Marketing Assistants • Human Resources Staff • Receptionists • Office Managers • Administrators • Secretaries • PAs/Executive Assistants

Desk Assistants

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 finance organisations:

- Desk & sales assistants
- Trading floor secretaries
- Roadshow coordinators
- Research secretaries & assistants
- 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 desk assistants?

Successful sales people and traders invariably are not talented administrators. A trading floor is a unique and challenging environment and, as such, merits specialist recruitment input. Its support staff must display the unusual combination of energy, organisation and confidence alongside their administrative and interpersonal skills.

Why use Tay?

Since its foundation in January 1999, Tay has been recruiting support staff into the sales and trading heart of the City. Companies ranging from global institutions to niche operations and start-ups use our knowledge, expertise and techniques to attract and further develop their support staff to give their sales teams a competitive edge.

please contact

020 7065 6700 or visit www.tayassociates.com