

Ever thought of recruitment?

Making do won't do,
personally or professionally



www.tayassociates.com

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

Ever thought of recruitment?

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

Joining the right company in the right job is one of the most important business and personal decisions that any individual will ever make.

What do we do?

Established in January 1999, Tay Associates provides permanent, temporary and contract secretarial and office staff to London based organisations, has won awards for doing so, and is poised for significant growth. We are justifiably proud of our success and are constantly looking for outstanding individuals who would like to play a part in our future.

Why Tay?

People enjoy working at Tay

You will be working for a successful, motivating and supportive company where team input, honest hard work and trust are implicit in everything we do. You will receive a highly competitive basic salary and benefits package and participate in a simple and transparent commission programme that allows for significant financial reward.

Job Opportunities

Experienced consultants – permanent or temporary

We are always keen to hear from experienced recruiters looking for a real "quality of life" company change. We expect you to proactively develop productive relationships with new and existing clients and candidates to the highest professional standards and to embrace our determination to be the best in a competitive market place.

Leadership opportunities exist for those seeking further development and responsibility.

Trainee consultants – no experience required

You do not need recruitment experience to join Tay. Attitude is everything here. We need enthusiastic and intelligent people who are fast learners, natural and spontaneous communicators and possess a determination to succeed.

The directors of the company operate a fast-moving and personally challenging training programme designed to have you interviewing and contributing fee income and earning commission within three months.

If you are confident of being able to demonstrate drive, enthusiasm, personal determination and social confidence in a demanding interview process, contact us now for an opportunity to begin a successful career in recruitment.

Email your CV and covering letter to careers@tayassociates.co.uk and do visit www.tayassociates.com.