

Making do won't do,  
personally or professionally.



[www.tayassociates.com](http://www.tayassociates.com)

## Secretarial & Office Staff

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

### What do we do?

Tay provides permanent, temporary and contract secretarial and office staff to London based organisations. Tay is the agency of choice for many global organisations requiring the elusive combination of volume and quality. We are also established providers to a broad and eclectic mix of small and medium sized companies. We relish this variety and value the choice it enables us to offer our applicants.

### Why use an agency for secretarial and office staff?

All secretarial and office staff can use a keyboard, answer a phone and file a piece of paper to a greater or lesser extent. The right agency will make this daunting pool of applicants more accessible by exploring your requirements beyond technical skills and work experience. By effective screening and the intelligent identification of relevant ability and potential, the agency route becomes a time efficient and cost efficient recruitment method.

### Why use Tay?

Because you are not the most important person in our world.

We have always made the applicant our priority and spend considerable time exploring every avenue and experience, every like and dislike, every desire and aspiration, every motivation, ambition and foible before predicting which organisation and vacancy will offer them the right opportunity. Getting it right for our applicants ultimately means getting it right for you, it's just looking at it the other way round. Our reputation and expertise allows us to offer you a more predictable outcome that is welcome from a product as unpredictable as people.

please contact

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