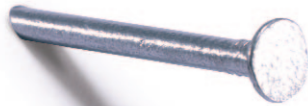


Cloak room?



Making do won't do,
personally or professionally.



Office Managers

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:

- Office managers
- Administration officers/managers
- Facilities coordinators
- Start up & project support
- 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 office managers?

It is hard to overstate the value of effective procedures within any company, large or small. It should be as hard to overstate the value of an effective office manager but sadly, this is not the case and companies can miss a trick. Finding a proactive office manager who handles your IT, recruitment, supplier, customer service and facilities issues will release you and your staff to run a business rather than it run you.

Why use Tay?

Since its foundation in January 1999, Tay has eased the administrative pain of running a business or department for many organisations. The individual who is not a secretary, but has the skills, and equally is not a manager or professional, but has the abilities, is often confused about which agency to register with. Our reputation and consultative approach offers these hugely valuable applicants a natural home.

please contact

020 7065 6700 or visit www.tayassociates.com