



Making do won't do,
personally or professionally.



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

PAs and Executive 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 organisations:

- CEO & chairman level PAs
- Board level executive assistants
- PAs to private individuals
- Business 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 PA or Executive Assistant?

PAs and Executive Assistants are at the peak of their careers and can add real value to an organisation through knowledge, experience and contacts. Typically loyal and discerning, the experienced PA will have developed often longstanding relationships with consultants in the secretarial recruitment industry. Your only way to access this calibre of applicant is by working with their agency of choice.

Why use Tay?

Since its foundation in January 1999, Tay has sought out and placed some of the best PAs and Executive Assistants in London and has developed a reputation as a leading specialist in the field. We are a pivotal player in the PA world and as such are able to offer our clients introductions into what is an exclusive and well guarded "club".

please contact

020 7065 6700 or visit www.tayassociates.com