



Making do won't do,
personally or professionally.



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

Secretaries

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:

- Manager/director level secretaries
- Team & junior secretaries
- Document production staff
- Legal secretaries
- 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 secretaries?

A specialist secretarial and office staff agency will possess an existing database of relevant applicants from which an informed and prompt choice can be made. The majority of secretaries boast a broadly similar skill set. The specialist agency will use its expertise to identify the applicants to suit your requirements, your culture, your values and your work ethics.

Why use Tay?

Since its foundation in January 1999, Tay has earned a fiercely guarded reputation among the secretarial population. Unusually in this industry, we consider it our responsibility to put our applicants first and never compromise when striving to find each person the best work opportunity. You benefit from a more predictable outcome that is welcome from a product as unpredictable as people.

please contact

020 7065 6700 or visit www.tayassociates.com