Areas of Specialisation

Office Support

- Office Administrators
- Project Co-Ordinators
- Office Co-ordinators
- Reception
- Business Support Officer
- Administration Officer

Facilities

- Facilities Manager
- Facilities Administrator
- Site Co-ordinator
- Post Room Assistants
- Messenger

Human Resources

- HR Manager
- HR Administrator
- HR Executive / Officer
- Payroll
- Recruitment Specialist
- Mobility Officer
- Employee Relations
- HR Generalist
- Pensions /Tax / Benefits

Marketing

- Marketing Manager
- Account Executive
- Brand Manager
- Project Co-Ordinator
- Editorial Assistant
- Head of PR

P.A. / Secretarial

- Executive Assistants
- Personal Assistants
- Team Secretaries
- Desk Assistants
- Audio Typists
- Shorthand Secretaries
- Trading Floor Secretaries

PRIME PERSONNEL