



Office Support

Every organisation, regardless of its size needs effective administration. Competent office staff are core to the smooth operation of any company and provide the necessary support the organisation needs to meet its targets. Administration roles can vary from office managers to secretaries to receptionists and there are multiple employment opportunities across all sectors. Employers can range from large multinationals with a work force of thousands to small owner managed businesses.

Recruiting for administrative and support staff on a permanent, temporary and contract basis, our dedicated team of consultants work with a wide range of clients, placing administrative staff at all levels within their organisations. With an extensive database of administrative staff and a highly developed network of contacts, we are the professionals' choice of recruitment partner.

Our areas of expertise include:

- Financial Services
- Fund Services
- IT
- Telecoms
- Insurance
- Shared Services
- FMCG
- Distribution
- Retail
- Pharmaceutical
- Legal
- Engineering & Energy

Over 20% of employers report difficulty in recruiting skilled administration staff and those with superb organisational skills and a strong knowledge of MS Office Suite are a high priority on any HR Manager's hiring list. From receptionists who are the face of the company to office managers who ensure the smooth operation of the administration function, administration staff prove their worth to companies every day.

Our Service to You

At Brightwater Support, we pride ourselves in our superior levels of service. Brightwater Support offers a truly consultative and professional service to employers and job seekers from the very start of the recruitment process to completion. We also offer additional services such as providing salary surveys and information on market trends. Our commitment to service has always set us aside from our competitors. We take great pride in building successful and lasting working partnerships.

For a confidential discussion, please contact our Office Support team.

We recruit for an array of roles, including:

- Office Manager
- Personal Assistant
- Receptionist
- Project Co-ordinator
- Project Assistant
- Sales Administrator / Support
- Customer Service Manager
- Customer Service Representative
- Legal Secretary
- Medical Secretary
- Site Secretary
- Call Centre Manager
- Operations Manager
- Operations Executive
- Executive Assistant
- Secretary
- Facilities Administrator
- Administrator
- Administration Assistant
- Data Entry Clerk