



REED
EXECUTIVE
SUPPORT
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Reed Executive Support is part of Reed Specialist Recruitment; a leading international and independent provider of temporary, contract and permanent recruitment solutions.

As a family owned company with a strong heritage, Reed Specialist Recruitment has been assisting jobseekers and employers since 1960 and has grown organically to employ more than 4,000 people in 400 offices.

With expertise in Asia Pacific, Europe, and the Middle East, Reed Specialist Recruitment has the capabilities to deliver world class solutions within all of the geographic locations we operate from and across more than 30 specialisms.

Through our websites we receive over 1.3 million job applications per month giving us access to an unparalleled number of quality candidates.

Reed Executive Support

Reed Executive Support is a leading supplier of Administrative and Executive Support professionals across a broad range of industries. Our Consultants have extensive experience within the industry and have built unrivalled network of contacts that enables them to respond quickly and accurately to your recruitment needs.

At Reed, we pride ourselves on our ability to understand your business, your culture and in sourcing the right candidate. We partner with you to develop effective and efficient recruitment solutions that deliver time after time, fostering long term relationships.

We know recruitment is a close-knit industry and today's candidate is tomorrow's client, so we treat everyone with the same professionalism, integrity and respect. It is this approach that results in many of our candidates coming through referrals.

Reed Executive Support specialises in the following roles for both temporary and permanent :

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Office Managers

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Executive Assistants

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Personal Assistants

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Secretaries

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Administrators

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Receptionists

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WP Operators / Data Entry

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Accounting Support

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Financial Services Operations

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Bank Office Administration

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Sales & Marketing Administrators

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Sales & Marketing Coordinators

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HR Administrators / Coordinators



Why Reed Executive Support?

Professionally qualified consultants with sector knowledge and expertise

Leading online presence

An unparalleled access to qualified candidates

Cost effective and tailor made recruitment solutions for each of our clients

Timely and intelligent response

Professional and personal approach

Industry leading assessment tools to improve the quality of your selection

We pride ourselves on being world class leaders when it comes to innovation. Our revolutionary technology not only adds value but also simplifies the recruitment process.

Trusted Experts

Reed Specialist Recruitment has experts that operate at all levels and across a wide range of specialisms including:

Accountancy

Banking & Finance

Engineering

Executive Support

Healthcare

Sales & Marketing

Social Care

Technology

Contact

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