



August 2018 Candidate Brochure

Permanent Candidates Individually Selected for your Business Needs:

Mailroom Supervisor

(ID: 12137)

This gentleman is a confident and professional **Mailroom Supervisor** currently working for a prestigious, financial company.

He is responsible for **supervising the mailroom and overseeing a team of around 6 staff**, ensuring the department is run smoothly and that all deadlines and SLAs are met. He prepares weekly and monthly reports for the manager, dealing with any staff issues including holiday and sickness.

While he is the supervisor, he supports the team at times, working across all areas of the mail room. He is **confident using his own initiative and managing his own time to ensure the needs of the firm and responsibilities of the contract are met.**

He is a **corporate individual with excellent communication skills**, who is **actively looking for his next permanent position.** He has a notice period of 4 weeks.

General Office Assistant

(ID: 12133)

This individual is an experienced **General Office Assistant** with over **10 years experience** in a London legal firm.

His daily duties typically involve **meeting and greeting clients and visitors**, document production, **organising travel itineraries, post room services, booking couriers, setting up meeting rooms, reception cover, MFD fleet care** and maintaining an inventory of office supplies. Within his role, he also **supervises the work and training of office juniors**, as well as maintaining staff records concerning holiday and absence.

From his agency interview, it is clear this gentleman is a **customer focused individual with a high standard of communication skills.** We have no hesitation recommending this candidate to any of our corporate clients.

He is currently undergoing a redundancy process and is therefore **keen to seek his next opportunity** as soon as possible. He is **immediately available to interview.**

Data Specialist

(ID: 12063)

This candidate is a **professional individual with nearly 5 years of reviewing, cataloguing and archiving experience.** He is currently a **Data Reviewer for a prestigious Archive and Records company.** He also has previous experience in Administrative work with various Law firms.

This individual has **great communication skills** as well as the ability to work **accurately under pressure** to provide an excellent service. He **possesses an excellent eye for detail.**

He is **keen to progress with his next permanent opportunity**, in an environment where he can grow and develop his skills.