

Business Support Recruitment



Business support employees are seen as an invaluable commodity for modern organisations, providing vital structure and support from within. Here at Yolk we understand the demand of the support sector and provide a specific, dedicated and experienced account manager to candidate and client so that consistency is guaranteed and you can build a relationship with someone who's on your wavelength.

We recruit for commercial Business Support roles encompassing:

- Office Management
- Executive PA
- Secretarial: Commercial/Legal/Medical
- Administration support
- Import/Export clerks
- Receptionist
- Data entry/accounts clerks
- Multilingual roles

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Yolk's team showed a high level of professionalism through the entire process, from the initial meeting, to determining our requirements, supplying CV's and arranging interviews. All of the candidate's were high quality with appropriate qualifications and experience. All liaison was effective and timely. We were able to make a speedy appointment by concentrating on a high calibre of candidates and removing the distractions otherwise associated with the recruitment process

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Chris Sollars
7side Ltd

Our consultants are experienced and highly creative, treating candidates and clients as individuals. Our experience and in-depth sector knowledge adds value to the process in a relaxed, non-pressurised manner. For a confidential conversation with an industry experienced consultant, please call 02920 220078 or email info@yolkrecruitment.com

Companies we work with



Role	Minimum (£)	Average (£)	Maximum (£)
Office Manager	20000	23500	28000
PA	17500	20500	26000
Legal Secretary	14000	17500	22000
Medical Secretary	15000	17250	21000
Secretary	14000	16500	21000
Import/Export Clerk	14000	15500	18000
Administrator	13000	15000	19000
Accounts Clerk	15000	18000	24000
Receptionist	13500	16000	20000
Data Entry Clerk	14000	15250	18000

*salaries noted are basic salaries (not including bonuses). Information on suitable bonus schemes and expected OTE's is available from York Recruitment on request.

Notes

