

Your specialist business support recruitment firm

[www.nigelwright.com](http://www.nigelwright.com)

**Nigel Wright Group is the leading specialist multi-discipline recruitment agency in the North of England. We have over 30 years of experience working alongside organisations of all sizes, helping recruit the right people into critical business support roles.**

Business support recruitment is a core element of our wider proposition covering Executive, Finance & Accountancy, IT, HR, Sales, Marketing, Manufacturing & Engineering, and Supply Chain & Procurement positions. We partner with organisations to address their short term needs and to build long term relationships with them and the candidates we provide.

## Recruitment for business support roles

The types of roles within Business Support are varied and cross over into other disciplines. Below is an indicative list of the jobs we can provide excellent candidates for.

## Recent assignments

- Company Secretary Professionals
- Customer Service Support
- Data Input Administrators
- Executive Assistants
- Office Managers
- Payroll Managers
- Payroll Administrators
- Personal Assistants
- Procurement Administrators
- Project Administrators
- Project Support Officers
- Receptionists
- Sales Administrators
- Secretaries/Legal Secretaries
- Senior Administrators

## Delivering high-quality customer service

Regular communication, together with professional representation of organisations and candidates in the market, are key reasons why businesses continue to work with Nigel Wright. Customer feedback surveys and tracking of our market-leading Net Promoter Score help to reinforce good behaviours across our organisation. Whether we're hiring a CEO for a multinational company, or an experienced legal secretary for a local law firm, the standard of service is always the highest quality.

“I was very impressed with the quality of candidates that were put forward for interview. We were originally going to approach Reed Recruitment, but I'm so glad that I contacted Nigel Wright instead. Not many other agencies could have found so many candidates with the specific experience we were looking for. Communication has been great throughout this process and we are delighted that we have an excellent new employee ready to start.

**Janet Stonehouse, UK Business Support Manager at MicroVention UK Ltd,  
A TERUMO Group Company**



**JO PLATT**  
SENIOR CONSULTANT

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## Contact us today

We'd be delighted to help you  
and discuss your Business Support  
recruitment needs.



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