

**BUSINESS  
MANAGEMENT  
& ADMINISTRATION**



*'Currently working with Siemens Business International,  
Austin Reed Group, Harrods, London Chamber of Commerce,  
JP Morgan, Barclays, FTSE, Prudential and many more ...'*

## Specialists In:

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- Accountants and Bookkeepers
- Credit Control and Payroll Staff
- Customer Service and Administration Staff
- Human Resource Specialists
- Marketing Professionals
- Office Managers
- Personal Assistants and Secretaries
- Receptionists
- Sales and Telesales Executives

# BUSINESS MANAGEMENT & ADMINISTRATION

“The miniskirt spelled ‘liberation’ for the 60’s woman claimed Mary Quant. Its sleek lines and pared back design evoked the efficient, forward-thinking ethos of the age - key to all good business management and administration. Whether you’re recruiting permanent, temporary or contract personnel let Angel guide you through the labyrinth of recruitment - freeing you to do what you do best.”

## Our Business Management & Administration Package Includes:

### The Best Headhunters In The Market:

- Access to our professional contact network
- Cutting edge assessment centres
- Advanced induction and bespoke training workshops
- Company and job profiling, candidate benchmarking

### Managed Services:

- Payroll and Accounts
- Project Management
- Training
- Recruitment Legislation

### Advanced Account Management:

- Free HR Consulting and audit
- Free marketing support
- Competitive pricing models
- 13 weeks temporary to permanent contracts

Currently over 3.25 million people in the UK work in Business & Administration roles. But as 'baby boomers' approach retirement it's estimated that 600,000 positions will need to be filled over the next five years. Mind the gap - whether you're recruiting permanent, temporary or contract personnel Angel can make sure your team isn't caught short!