

Administration

The Aquis Search Administration team delivers specialist recruitment solutions to the corporate, legal and financial markets. Our experienced consultants have an in-depth knowledge and understanding of the administration sector and provide a range of advisory services including market insights and salary information.

Aquis Search understands the need for organisations to resource their people and processes efficiently, and direct activities toward common goals and objectives. We recognise this involves providing an effective support system.

Our team works at all levels of administrative management; technical, executive and strategic. Our expertise is the placement of internally oriented operational performance roles. To this end our applicants are matched to the right roles by ensuring their cultural fit with our clients.

The Aquis Search Administration team provides opportunities for talented administrators who are able to engage in both short-range and long-range planning. We work with applicants who are able to define their own responsibilities, who have exceptional interpersonal skills, and who are results oriented.

We partner with the leading names within each of the industries we serve and have developed long standing relationships with our clients. By focusing on areas of business where our skills and resources deliver timely and effective solutions we connect talent with opportunity in a complex global market.

Typical assignments include:

- Chief Administration Officers
- Administration Coordinators
- Desk Assistants
- Executive Assistants
- Legal Secretaries
- Office Managers
- Personal Assistants (PA)
- Receptionists
- Switchboard Operators

For further information please call Aquis Search on +852 2537 0333 or e-mail administration@aquissearch.com