

recruitment

filling the hot seat

Excellent 'front line' people; often the first point of contact; you can't do without them. In a highly visible city centre business, or on one of our major business parks, your support staff are usually the first impression your customers gain of your organisation. A vacant post – or one filled by the wrong type of person – can have a seriously negative impact on your image. With the unpredictability of today's commercial world, an urgent requirement for the right people can arise at any time.

You need a recruitment consultancy who can act with agility and effectively to source people with the right abilities and personality. NRG City specialises in professional support staff for businesses – and our convenient central location means we're on your doorstep for a speedy response.

whatever support you need

Whether it's office juniors or senior PAs – permanent or temporary – you can rely on us to fit the bill.

- Account managers
- Administrators
- Customer service staff
- Legal secretaries
- Marketing professionals
- Medical secretaries
- Receptionists
- Sales executives and managers
- Secretaries
- Word processor operators

recruiting with confidence

All candidates are thoroughly assessed by our experienced team. Rigorous interviews test not only competence, but also pay particular attention to culture fit. Software assessment programmes accurately test specific levels of ability and can also be used to develop word processing skills.

Test Packages:

- Audio
- Data entry
- Grammar
- Foreign language skills (All major European)
- Letter layout
- Shorthand

Test & Training Packages:

- Lotus Smartsuite
- Microsoft Office (Word, Excel, Access, PowerPoint)
- Wordperfect

where you can find us

Our group headquarters is based in Newcastle upon Tyne. We also have business centres in Glasgow, Edinburgh, Darlington, Middlesbrough, York and Leeds. Don't worry if you're based outside of these areas, we're equipped to operate nationally. You'll find all addresses and contact details at the back of this brochure pack.

If you want to find out more

Simply call free on **0800 919628**

and ask for NRG City

www.nrgplc.com

