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Office

Level 3/50 Pitt Street, Sydney NSW 2000

# Assistant Sydney

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## Who We Are

- We are experts in Executive Office Support recruitment. We understand that high quality administrative support is fundamental to the smooth running of any organisation.
- Assistant Sydney was established in 2017 with a single strategy of providing sophisticated, professional and reliable Executive Office Support recruitment services.
- Today we are a team of 8 highly specialised operators, who work with a focus on one objective. We are here to support both our clients and candidates in navigating an increasingly competitive and challenging employment market.
- We understand there are many Executive Office Support recruitment firms. We are one of the few firms that focus purely on this space, and we are passionate about what we do. We believe that over time we will continue to earn our reputation for being empathetic and authentic recruiters who provide accurate, consultative and consistent advice.

## What We Do Differently

- We methodically headhunt and search to identify candidates that may be suitable for our clients. Our approach is discreet, professional and focused.
- We build personal relationships with the best Office Support talent across Sydney to ensure our clients benefit from our knowledge of people.
- We provide our clients with a single point of contact for all their recruitment needs. We know our clients are busy and would prefer to build a long-term relationship with one single person at Assistant Sydney.
- Our expertise is focused on one job vertical, being Executive Office Support recruitment.

# Our Team



Partner

**Grace Jorgensen**

### Profile

Grace is a Partner at Assistant Sydney and has been instrumental in the growth and development of the business since 2017. After completing a Bachelor of Social Science and Psychology, Grace has forged a successful career in office support recruitment across Sydney and Melbourne. Grace is an expert in partnering with some of Australia's leading companies, with a core focus in financial services industry, funds management, private equity and HNW individuals.

Grace brings a deep understanding of the opportunities and challenges facing organisations and their talent management strategies when attracting key support professional and is known for her informed career planning advice.

### Email

[grace@assistantsydney.com.au](mailto:grace@assistantsydney.com.au)

### Phone

0499 910 241

### Connect

[LinkedIn](#)



Partner

**Isabella Armati**

### Profile

Isabella is a Partner at Assistant Sydney and has been instrumental in the growth and development of the business since 2017. Issy completed a Bachelor of Media and Communication and has created a market reputation that focuses on delivering high quality service to her candidates and clients.

Commercial in approach, Issy focuses on collaborating with clients across various industries, with particular expertise in the property, construction and retail industries, recruiting predominantly senior office support professionals. As someone that is driven by a no compromise approach to success, Issy is recognised as a highly respected expert in office support.

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# Our Team



Manager

**Jessica Duncan**

### Profile

Jessica is a Manager at Assistant Sydney. Having worked in office support recruitment for over a decade, Jess is a leading expert in office support recruitment with a deep network of contacts across the Sydney market. She understands the key elements and expectations that shape high performing office support functions with leading Australian companies.

Jess consults with care and truly guides the process of working towards the best outcome for every organisation and candidate she associates with. Jess has a track record of success with not-for-profit organisations, healthcare companies, leading consulting firms, and property firms.

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Manager

**Gabriella Brown**

### Profile

Ella is a Manager at Assistant Sydney. After completing a Bachelor of Global Studies and Communications, she joined Assistant Sydney in 2021 to forge her recruitment career and channel her studies into practice. Since then, Ella has become an expert in her field, highly regarded for her personable and energetic approach.

She is truly passionate about sourcing the best talent on market for her clients and supporting her candidates in successfully securing exciting career opportunities. With a genuine care for delivering a high quality, seamless experience every time, Ella has the ability to develop trusted relationships quickly. She partners with market-leading businesses, particularly within the financial services, commercial property, design, and technology industries. She is a focused and self-motivated individual.

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# Our Business

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## Our Expertise

Assistant Sydney specialise in Executive Office Support recruitment in a permanent, fixed term and temporary capacity. This includes the following job types:

- Executive Assistant
- Personal Assistant
- Team Assistant
- Chief of Staff
- Legal Secretary
- Administration Assistant
- Office Manager
- Office Coordinator
- Receptionist
- Concierge
- Data Entry

## Our Track Record

We believe that the key to understanding talent at the junior end of the market, is having a secure hold on the senior end of the market.

See below a snippet of our track record, in placing Executive Assistant's to some of Australia's most highly regarded Chief Executive Officers.

- EA to CEO, Jonathan Rubinsztein, Nuix
- EA to CEO, George Frazis, Bank of Queensland
- EA to CEO, Michael Chisholm, Crestone Wealth Management
- EA to CEO, Phil Muffet, Jands
- EA to CEO, Tim Hargreaves, Shriro
- EA to Co-CEO's, Colin Rahim & Peter Sukkar, Growthbuilt
- EA to CEO, David Price, Employsure
- EA to CEO, Brad Cramb, Aussie Home Loans
- EA to CEO, Glenn Crane, Dimensional Fund Advisors

# Our Client Base



# Our Process

Weeks	Process	Number of Candidates	Benefit For Our Client
Week 1	Creation of a detailed candidate briefing pack so candidates can be correctly informed about the position and your business.	100 - 150 people	We provide a detailed written summary to appropriate candidates. They will make an informed decision on whether they would like to consider working for you, in this role. This ensures Assistant Sydney and our client are thoroughly focused and consistent on the position and the candidate skills required. We take this candidate pack to candidates on our database, and candidates that we actively engage with as a result of this process.
Week 1	Job advertisement is approved and posted on all major job boards.	100 - 150 people	We don't rely purely on Seek advertising. We don't rely purely on LinkedIn advertising. Our job is to target the best candidates on market for your position, and influence them in wanting to work for you. Advertising however, still remains a relevant search tool in 2020.
Week 1	Creation of a headhunting search list of potential people for the position.	50+ people	We will actively approach any candidate with a relevant skill-set, working in a key competitor or similar minded business, where legal constraints do not apply (for example if we are on contract with an organisation – we will not headhunt from them).
Weeks 1-2	Interviewing and assessment of targeted candidates by Assistant Sydney.	20+ people	We will conduct a thorough interview with any candidate that communicates interest in the position and possesses the relevant skill set in contrast to the key skills required for the role. In interview, Assistant Sydney assess short and long term career motivators, and ensure candidates are committed to the opportunity.
Weeks 1-2	Presentation of shortlist quality candidates.	4 - 6 people	We do not compromise on quality to highlight our candidates to you in a timely matter. To the reverse, we will inform you immediately of any high quality suitable candidates that you should engage with prior to our identified search shortlist timeframe.
Weeks 1-2	First stage client interview with candidates and immediate feedback process.	4 - 6 people	Our clients interview between four and six people who are deemed to be suitable for the position. Assistant Sydney provides immediate feedback to the client on the candidates experience so that you are informed on progress in real time.
Weeks 1-2	Second stage client interview with final preferred candidates.	2 - 3 people	Our client will hold a second meeting with the preferred candidates.
Weeks 2-3	Final stage client interview is held with the preferred candidate, or top two candidates.	1 - 2 people	Our client will hold a final meeting with the preferred candidate/s.
Weeks 2-3	Salary package confirmation, reference checks, police checks and offer and acceptance with preferred candidate.	1 person	We assist our client with the necessary compliance and negotiation with the preferred candidate.

\* This is based on a typical permanent recruitment process but will vary depending on the role

# Additional Information

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## Reporting and Market Trends

- We produce a Market Insights document for our clients and candidates, which is readily available on our website.
- We can implement any required reporting on recruitment metrics.

## How do we differ from our market peers

- Our clients only deal with a maximum of two people in our business for an account management style, one of whom will be a Partner of the business in Issy Armati or Grace Jorgensen.
- Our leadership team collectively, possess over 20 years combined experience recruiting purely in the Executive Office Support space.
- We have been established since 2017 – we are fulfilling a need in the market as evidenced by the volume of work we have completed to date and our portfolio of repeat clients.

## Official Partnership with Fink Group

- From 2017 to date, we have consistently held round table EA to CEO and larger scale C'Suite EA events at some of Sydney's finest establishments.





We would love to work with you



[assistantsydney.com.au](http://assistantsydney.com.au)