

love what you do  
collaborate & innovate  
keep it simple

# 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.
- We are a team of 7 specialised experts 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 discrete, 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 hr informed career planning advice.

**Email**  
grace@assistantsydney.com.au

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0499 910 241

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Partner  
**Isabella Armati**

**Profile**

Isabella is a Partner at Assistant Sydney and has played a key role in the business's growth and evolution 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

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Manager  
**Victoria Lister**

## Profile

Victoria Lister is a Manager at Assistant Sydney with a Bachelor of Business (Management) from Charles Sturt University. She began her recruitment career at a specialist accounting and finance search firm. Victoria is a strong communicator, known for her ability to quickly build rapport and trust. She is passionate about connecting candidates with clients and fostering relationships within the office support sector.

Victoria collaborates with businesses across various industries, including media, property, and asset management, to fill positions ranging from junior office support roles to senior-level positions. Detail-oriented and efficient, Victoria consistently strives to provide exceptional support to her clients and office support professionals.

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

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0407 415 144

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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:

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

## What We Do Differently

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, My Muscle Chef
- EA to CEO, Hollard Insurance
- EA to CEO, Kalfresh
- EA to CEO, Alliance Bernstein
- EA to CEO, Jands
- EA to CEO, Frasers Property Industrial
- EA to CEO, Master Locksmith Association
- EA to CEO, Peninsula Group

# Our Client Base



# Additional Information

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## Scope of Requirements

- Assistant Sydney can provide interim, contracting and permanent recruitment services at all levels within Office Support.

## Reporting and Market Trends

- We produce an annual Office Support Market summary document for our clients.
- We can implement any required reporting on recruitment metrics for our clients.

## How Do We Differ From Our Market Peers

- Our expertise is only in Office Support recruitment.
- Australian owned recruitment firm focused on Australia.
- Our clients only deal with a maximum of two people in our business.
- We have been established since 2017 - we are fulfilling a need in the market as evidenced by the volume of work we have completed and our portfolio of clients.

## Fees

- Our fees are competitive and represent value for our clients.

## Compliance

- We will meet all regulatory or client imposed compliance standards.

## Key Statistics



**82.5%** of our office support searches are for contracting position.



**96%** placement retention rate.



**1500+** office support searches in the past three years.



We would love to work with you



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