



elbrus james
Office Management

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EJOM is a corporate member of the Recruitment and Employment Federation ("REC") and registered Data Controller with the Information Commissioners Office in line with the Data Protection Act 1998.

EJOM Overview

- Elbrus James have been successfully working with Global Banks, Boutiques and Financial institutions since 2001.
- As our group has expanded we now cover all areas of Office Management for our existing clients and new clients outside of the finance industry.
- EJOM applies the principles and attention to detail more normally associated with senior level executive search to the full spectrum of office management roles.
- We take time to fully understand our client's requirements and then aim to meet each candidate personally to ensure their suitability.
- It is this personalised approach, by our experienced team, that sets us apart from the normal selection process.

EJOM Services

We assist with permanent, interim, contract and temporary assignments covering junior to senior and board level roles across London and South East. We have a track record of single, multiple and team hires and offer Contingency based recruitment as well as Executive Search.

EJOM areas of expertise within Major Corporate and Commercial Banking

- All areas of Office Management including:
 - › Management
 - › Administration
 - › Finance
 - › Reception
 - › Secretarial
 - › Customer services