

Waterford

## Professional Support



### CANDIDATE SERVICES

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We are proud to be a boutique agency offering a premium service, targeting excellence in the marketplace, and pride ourselves on open and honest communication with you at all times.

**Integrity. Flexibility. Responsiveness.**



# Understanding YOU

Working in Office and Executive Support is both extremely critical and deceptively difficult. You are constantly multi-tasking, analysing, juggling, greeting, supporting, organising and maintaining a work environment so that a business and all the people in it can do their jobs also. We know because we've done it.

## Your Role

- Executive/Personal Assistant
- Receptionist
- Office Administrator
- Office Manager
- Contact Centre



"If you have a real **passion** for your role and are looking for an **opportunity** to feel valued and **make a difference** then email, phone or drop in to see one of our friendly, dedicated consultants today!"

## Training you

Career transitions are an ideal time to ensure you are workforce ready. Waterford understands that describing everything you do in a Professional Support role is notoriously difficult. That is why we will assist you in selling your strengths, capturing your core skills and polishing your customer service and communication skills.

- Time Management
- Customer Service and Communication
- Projecting and protecting image and brand
- CV Writing
- Conflict Resolution
- Workplace Safety



## Preparing you

Being prepared leads to feeling confident. We know our clients and the talent they are searching for. We will ensure you go to your interview feeling confident and supported.

- Behavioural interview techniques
- Presentation delivery
- Salary and package negotiation



## Connecting you

Waterford is connected to firms in the marketplace who aren't just looking for anyone, but real people with the talent they need. Companies who are looking for professional support that combines critical skills, tacit knowledge and work ethic.

Connect with one of our dedicated consultants today to see how we can support you in reaching your professional goals.