



Eden Recruitment

NURTURING TALENT

www.edenrecruitmentgroup.com | +13322447750

Specialist HR, Executive and Business Support Recruitment – Helping companies across the East Coast of the United States secure exceptional talent that drives growth and success.

For the people who keep companies running, growing, and connected.



Experience & Partnership

With over 55 years of combined experience in recruitment, our consultants have built a reputation for delivering more than just talent solutions – we build genuine partnerships, based on nurturing talent.

Through deep sector knowledge, a consultative approach, and a strong commitment to diversity, equity, and inclusion, we work closely with our clients to create long-term relationships that deliver real value.

Connecting exceptional talent
with extraordinary companies.

Values:

- **Personalized Approach**
We tailor every step of the recruitment journey to fit your unique goals, values, and culture.
- **Expertise Across Sectors**
Deep industry expertise across sectors ensures precise matches for clients and candidates.
- **Empowering Companies**
Enabling top-tier business support and HR teams to drive efficiency, growth, and impact.



Our Team

Behind Eden Recruitment is a specialist team united by one belief: recruitment should be personal. Each consultant manages a select number of open positions at any one time, ensuring we have the space to really listen, understand, and deliver.

We pride ourselves on:

- **Relationships first** – long-term partnerships built on trust.
- **Attention to detail** – a boutique approach, never high-volume.
- **Sector expertise** – deep knowledge of HR, Executive and Business Support and the industries we serve.
- **Industry expertise** – financial services, professional and business services, tech, real estate, and entertainment.
- **East Coast perspective** – connecting exceptional talent with extraordinary companies across New York, Connecticut, Massachusetts, New Jersey and Florida.

Jemma Mathieson
Founder & Director



Yazmine Ruzgar
Associate Director



Triona Rarden
Partner



Nicola Christos
Business Manager



Annabel Wedge
Client Development Manager



Our Offering

Recruitment Solutions:

- **Permanent Recruitment** – Finding the right talent for long-term positions.
- **Temporary Staffing** – Short-term and seasonal staffing, temp-to-hire, long-term and project-based staffing.
- **International Recruitment** – Cross-border searches and relocation support.



Our Reach:

International recruitment and cross-border search available across all of our specialist areas.

- **United States East Coast** – New York, Connecticut, Massachusetts, New Jersey and Florida
- **UK** – London & Nationwide
- **UAE** – Dubai & Abu Dhabi
- **Europe** – Key European business centers

Roles & Areas We Cover

Executive & Business Support

Executive Assistants · Personal Assistants · Business & Private PAs · Team Assistants · Executive Support Managers · Business Managers · Administration Managers · Office Managers · Reception & Front of House · Administrative Support · Chief of Staff

Human Resources & Talent

HR Business Partners · HR Managers · HR Advisors · People & Culture · Talent Acquisition · Internal Recruitment · Early Careers · Learning & Development · Reward & Benefits · HR Operations · HR Coordinators

Marketing, Communications & Events

Marketing Managers · Marketing Executives · Digital Marketing · Communications · PR · Content · Brand · Events · Meetings & Events · Sponsorship · Partnerships · Investor & Client Events · Marketing Coordinators

Investor Relations

Investor Relations Coordinator · Investor Relations Associate · Fundraising Associate · Investor Services Manager · Investor Relations Manager · Senior Investor Relations Analyst · Capital Raising Professional · Investor Relations Director · Head of Investor Relations

Operations & Workplace

Operations Managers · Business Operations · Office Management · Workplace & Facilities · Project & Program Support · Business Coordinators · Team Coordinators

Family Office & Private Support

Business & Private PAs · Private PAs · Family Office Assistants · Private Office Support · Household & Lifestyle Support



Specialist recruitment for the people who keep businesses running, growing and connected.



Our Clients



Global European Fund Manager



Jemma is the ultimate professional with a friendly edge. She makes you feel looked after and heard when briefing a role. Jemma understands the various nuances and ensures she spends time working through key details to ensure she finds the right candidate. It always feels like a partnership when working with Jemma on a role. When not working on roles Jemma is keeping up to date with and sharing market trends and generally bringing people and shared ideas together. Jemma has played a key role in helping to build and run a fantastic network of EA managers which I would have been lost without over the years. I would very much recommend working with Jemma.

Alternative Investment Firm



When working with Eden, I know I am going to get an edited list of superstars – candidates that I won't have met elsewhere. I'll have a succinct bio which as a time-poor HR professional is ideal, and crucially, I'll know why Eden think they're a fit for our roles, both technically and culturally. Feedback happens very quickly after interviews, helping us to make quick, appropriate decisions, and the most important metric – we hire the right people for our role at the right time, and enjoy the process along the way. We look forward to working with Eden on many more temp and perm placements!

**More than recruitment.
A true talent partnership.**



Contact Us

Connect with Eden Recruitment to discover how our specialist expertise, market insight, and relationship driven approach can support your hiring goals across the East Coast.



+13322447750 (US)



contact@edenrecruitmentgroup.com



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