Eden Recruitment

NURTURING TALENT

www.edenrecruitmentgroup.com | 0203 746 2990

Specialist HR & Business Support Recruitment – Connecting the right talent with the right business across London, New York, UAE & Europe.

Placing outstanding professionals in roles where they thrive.

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, equality, and inclusion, we work closely with our clients to create long-term relationships that deliver real value.

Values:

- **Personalised 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 Businesses**
  Enabling top-tier business support and HR teams to drive efficiency, growth, and impact.

Connecting exceptional talent with exceptional businesses.



Our Team

Behind Eden Recruitment is a small, specialist team united by one belief: recruitment should be personal. Each consultant manages a handful of live vacancies 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, business support and the industries we serve.
- **Industry expertise** – financial services, professional and business services, tech, real estate, and entertainment.
- **Global perspective** – connecting the right talent with the right business across the UK, US, APAC, Europe and Middle East.

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 long-term hires.
- **Contract & Interim Recruitment** – Short-term temp support, day cover, and fixed term contracts.
- **Temporary Recruitment** – Immediate staffing solutions.
- **Executive Search** – Senior and hard-to-find appointments.
- **International Recruitment** – Cross-border searches and relocation support.



Our Reach:

Permanent · Temporary · Interim · Contract

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

- **UK – London & Nationwide**
- **United States – New York & East Coast / EST**
- **UAE – Dubai & Abu Dhabi**
- **Europe – Key European business centres**

Roles & Areas We Cover



Executive & Business Support

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

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

Legal, Risk & Compliance

Legal Counsel · Paralegals · Legal Assistants · Compliance Managers · Compliance Officers · Risk · AML / KYC · Financial Crime · Regulatory Support · Governance · Compliance Operations

Marketing, Communications & Events

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

Operations & Workplace

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

Commercial & Client Services

Business Development · Sales · Partnerships · Account Management · Client Services · Relationship Management · Customer Success · Commercial Operations · Sales Support

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

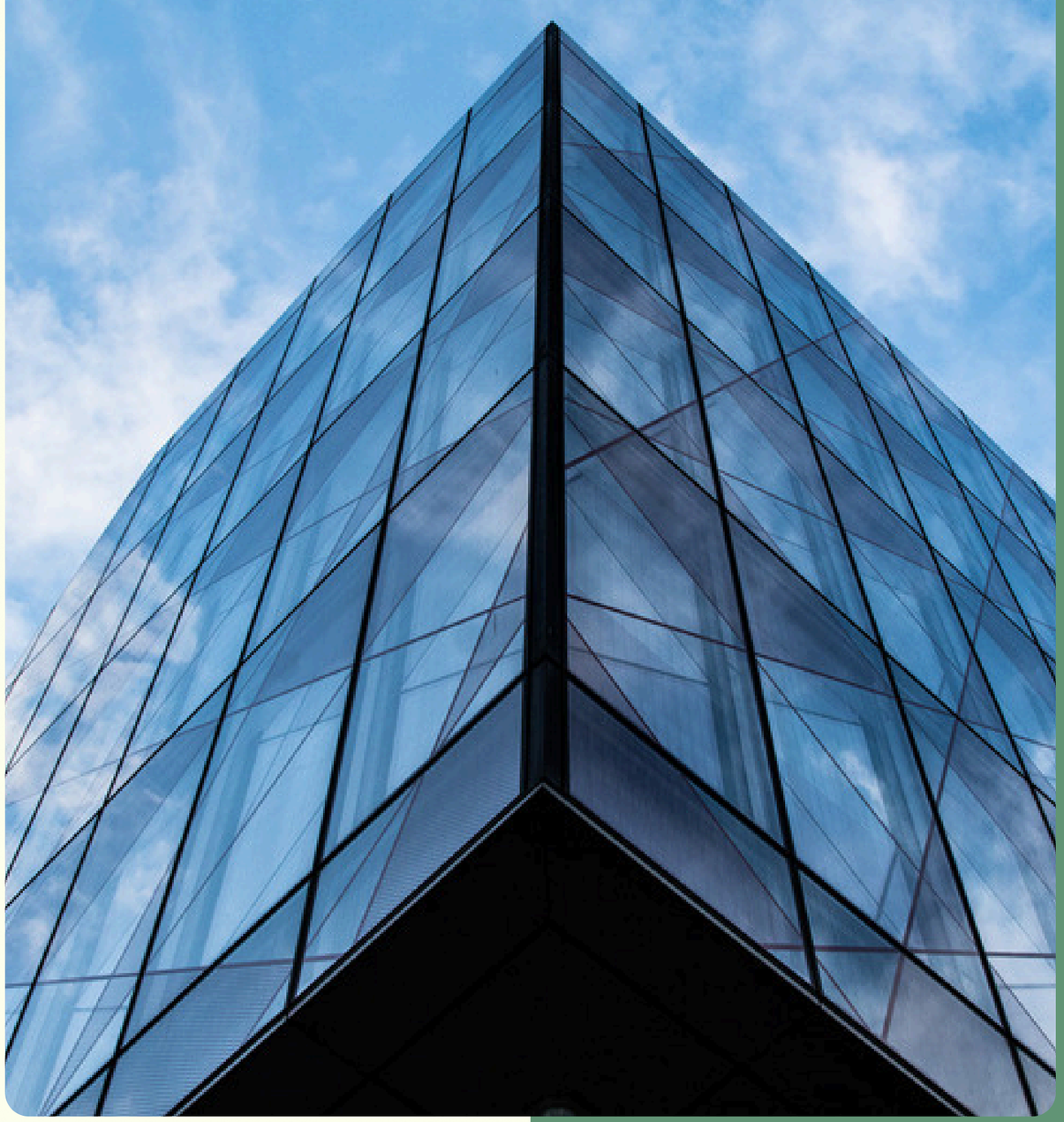
Alternative Investment Firm

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 import 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!

Global European Fund Manager

Jemma is the ultimate profession 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.

More than recruitment.
A true talent partnership.



Contact Us

Let's find your next hire - book a consultation with our team today.

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