



**THE
LION
GROUP**

EXECUTIVE ASSISTANT RECRUITMENT



Our EAs remove the Minutiae and Free Up Executives, Owners and Management to Focus and Lead.

We are a trusted recruiter for Executives, Employers and Organizations in the Midwest and around the United States with a **98%** retention rate. Whether you are looking for your first Executive Assistant, an EA Manager or Chief of Staff, we take our clients through our Search Process and produce the Results and Experienced Talent they were looking for.



Our Values drive our Search Process and Relationship with our Clients. We like to grow old with our clients and thus prefer long-term Value-Oriented relationships rather than simply one-off transactions. Because of our Resources, our Network, and our constant desire to connect Great People, we find we benefit the Client beyond a single search.

List of Titles



Executive Assistant



Chief of Staff



Legal Executive Assistant



Executive Administrative Assistant



Executive Assistant Manager

Fast & Simple



We charge a **flat fee** for our Executive Assistant Placements. Our fees exclude any bonuses, stock options, and other incentives paid to attract the best.



98% of candidates that we placed in the past 7 years are still with the client and more than half have advanced professionally.



Our average recruiting cycle from date of signed agreement to date of accepted offer is **20-40 days**.



Replacement Program

We offer a free search if during the first **180 days** your EA resigns or terminated **“with cause”**.