



BCL Search Outlines Year-End Hiring Timeline for Executive Assistants

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BCL Search, a New York City Executive Assistant recruiting firm, has outlined a year-end timeline for companies that want an Executive Assistant in place before the first quarter of 2027, pointing to October and November as the months when a search can still close ahead of the January start dates many candidates plan around. The guidance draws on the search timeline and winter hiring resources on the firm's website and follows its October guide to hiring Executive Assistants for investment banking desks, the latest in a series of sector hiring guides it has published this year.

The timing reflects a pattern BCL Search describes in its winter hiring guide and says it has observed in its own placement work. In the firm's experience, many administrative candidates begin exploring new roles in December, after year-end bonuses are paid or annual projects wrap up, and look to start fresh in January. The firm also says it has seen employer demand rise during the winter months as leadership teams try to have support in place before first-quarter initiatives begin, an observation drawn from its own searches rather than from market data.

On its website, BCL Search puts a well-managed search at four to eight weeks from initial intake to accepted

offer, with searches closing in the four to six week range when the client has a clear decision-maker and a streamlined interview process. The firm presents that range as typical rather than fixed, noting that some searches close faster and a few take longer. The firm's week-by-week outline of a typical search starts with a discovery meeting on the first day and runs through three to five interview rounds, depending on the role, before reference checks and the offer.

"Every January, we see leaders reflecting on their hiring strategies, often wishing they had begun the process earlier. Candidates are actively evaluating their options in December, and organizations that delay in finalizing job descriptions may miss out on top talent," said Becky Carlson Linstroth, Founder and CEO of BCL Search.

The firm's guidance also lists the issues that most often stretch a search past eight weeks. They include role requirements that change after the search begins, slow feedback on candidate submissions, bottlenecks in setting up interviews, compensation expectations that do not match the current market, and unclear decision-making authority on the client side. BCL Search says it raises these points during the intake conversation so that misalignments surface early rather than mid-search.

Compensation is a recurring sticking point in year-end searches, and BCL Search tracks Executive Assistant and administrative pay year-round through conversations with clients about salaries, benefits, and offer trends and through the offers its own candidates receive. The firm compiles that information into a Compensation Report twice a year, in June and December, and makes it available on request rather than publishing it online. Clients also consult the team on how organizations of different sizes structure executive coverage, titles, and reporting lines.

Sector shapes both the candidate profile and the timing. The firm notes that Executive Assistants supporting C-suite leaders at hedge funds and private equity firms require a specific profile that narrows the candidate pool, and that assistants on investment banking desks often cover several Managing Directors at once as meetings shift by the hour. For wealth management and real estate teams, BCL Search points to quieter stretches as the time to train a new assistant on privacy protocols, client preferences and systems before peak activity resumes.

The firm calls that quieter onboarding period a soft landing, a stretch in which a new assistant learns the company's culture, software and executive preferences before high-volume deadlines arrive. It also recommends that companies define their first-quarter goals before interviewing so the role matches the actual upcoming workload.

"An assistant who starts in a quiet week learns how the executive thinks before the pressure starts. We ask clients to decide what next year looks like before they interview anyone, because the role should be built

around that work," said Becky Carlson Linstroth.

BCL Search was founded in 2014 by Becky Carlson Linstroth after a decade of recruiting at a national firm and remains 100 percent women-owned and operated. The firm works exclusively in administrative and executive support search, placing Receptionists, Administrative Assistants, Executive Assistants, Chiefs of Staff, Office Managers, and Personal Assistants with investment banks, hedge funds, private equity and venture capital firms, family offices, fintech and AI companies, law firms, and creative agencies. Headquartered in New York City and placing candidates nationwide, the firm has made more than 2,500 administrative placements since its founding, according to its website.

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BCL Search

BCL Search specializes in the placement of administrative and support staff to meet the needs of dynamic and growing businesses across a range of industries in NYC and across the US.

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