



All staffing firms are not the same

There are advantages to working with Pro Staff

The right talent for the job. Pro Staff specializes in providing qualified people for light industrial and administrative positions to fortify your organization's vital functions.

Recruiters who know the ropes. Pro Staff recruitment associates are experts at staffing large projects and offer creative staffing solutions other firms might not offer. Well-versed in professional workforce management, our recruiters are known for exceptionally quick response to urgent situations, as well as unequalled follow-through and persistence in meeting challenging needs.

Bigger does not mean better. When other staffing firms try to be all things to all people, they often emphasize quantity over quality, inundating their clients with too many unqualified candidates. Pro Staff is on a different mission: 100% fulfillment of your order with skilled talent matched to every job.

Consultative approach to our partnership with you. Operating with entrepreneurial independence and leadership at the local level, Pro Staff assesses your unique situation to provide effective solutions by:

- Identifying specific needs and recommending appropriate action
- Initiating extensive discovery to source the right talent to meet your requirements
- Applying in-depth screening techniques and skills assessment before you interview any talent
- Employing orientation and onboarding procedures that fit your organization
- Conducting frequent satisfaction checks to ensure your needs are met
- Promptly resolving any issues that may arise

Attracting and retaining qualified talent.

Effective recruitment of high performers requires a clear understanding of the work environment, company culture, job requirements and “what’s in it for them.” To find and retain the best people available, Pro Staff utilizes:

- Investments in advertising and networking to source both active and passive job seekers
- Advanced technology and social media to renew and expand our extensive contact database
- A full array of benefits offered to all talent we employ

As good as the people we place. Pro Staff offers you an unconditional guarantee of excellent service. If, for any reason, a temporary assignment placement does not meet your expectations, you will not be charged for that person’s time. Choose Pro Staff with complete confidence and zero risk.

Excellent service at every level. We have the experienced talent you need for short-term temporary work, long-term projects, temporary-to-direct hire and permanent direct hire placements in jobs as varied as assemblers, call center representatives, legal secretaries and quality control technicians, including management-level positions. When you partner with Pro Staff, you’ll gain the advantage for your business.

Talent Disciplines

ADMINISTRATIVE

HUMAN RESOURCES

- Human Resources Generalist
- Benefits Specialist
- Compensation Specialist
- Employee Relations Specialist
- HRIS Specialist
- Recruiter

ADMINISTRATIVE/ SECRETARIAL

- Administrative Assistant
- Executive Assistant
- Human Resources Assistant
- Legal Secretary
- Sales Assistant

CUSTOMER SERVICE

- Call Center Representative
- Call Center Supervisor
- Customer Service Representative
- Collections
- Sales Agents
- Telemarketers

DATA ENTRY

- Data Entry Clerk
- 10-Key Entry Operator

OFFICE CLERICAL

- File Clerk
- General Office Clerk
- Mailroom Clerk
- Office Services Assistant

PHONES/RECEPTION

- Executive Receptionist
- Receptionist
- Switchboard Operator

LIGHT INDUSTRIAL

ASSEMBLY & PRODUCTION

- Assembler
- Clean Room
- Production Operator
- Electronic Assembler
- Machine Assembler
- Medical Assembler
- Production Operator

DISTRIBUTION, FULFILLMENT & WAREHOUSE

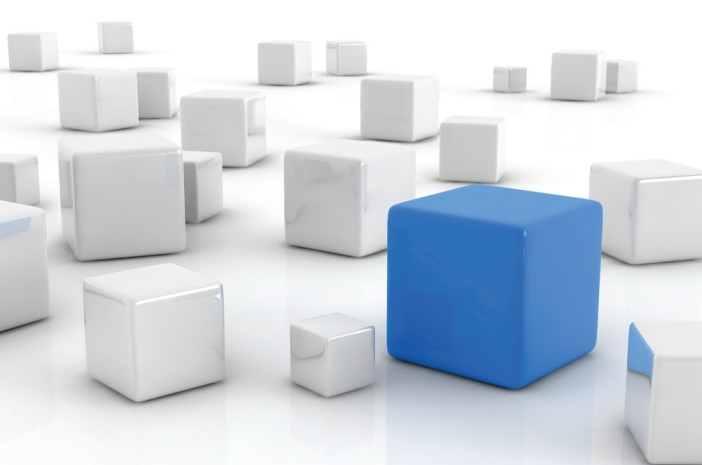
- Certified Forklift Operator
- Inventory Clerk
- Loader/Unloader
- Material Handler
- Order Selector
- Shipping/Receiving Coordinator
- Transportation Clerk

QUALITY CONTROL

- Quality Control Inspector
- Quality Control Technician
- Quality Control Tester
- Test Technician

SKILLED TECHNICIAN

- CNC Operator
- Electronic Technician
- Fabricator
- Machine Operator
- Machinery Maintenance Mechanic
- Welder



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