



# Administrative & Clerical Staffing Solutions

No matter what industry you work in, your administrative staff plays a significant role in the efficiency of your business. Whether it is an HR generalist, or an office manager, every company needs professionals that can maintain the workplace and workflow of daily tasks. We know the struggle in finding quality workplace professionals and that is why we have a team dedicated to finding the best in Clerical & Administrative.

## Our Mission

Skillset's mission was founded on the idea of creating a culture that supports long term retention, internally, for our candidates as well as our customers. By providing our customers with the highest levels of customer service, our reputation as a leader in the staffing industry continues to grow by matching the perfect skillset with the perfect employer.

## Why Choose Us ?

Over 75+ years of internal staffing experience

No cost to you until we find the right candidate

90 Day Guarantee on Direct Hire Employees

Hire temporary & contract workers within 24 hours.

### Direct Hire

Our Direct Hire services are a fast and efficient solution to managing your organizations human capital. We offer Direct Hire searches on a contingent and retained basis.

### Temporary & Temp to Hire

Our Temporary & Temp to hire solutions are designed to help save you money by deploying a flexible workforce management solution and mitigate hiring costs.

### Payroll & Risk Management

Our Payroll solutions are designed to allow your company to focus on your core business while we help manage your HR compliance and mitigate risk.


## Services

Our services include onboarding, E-Verify, drug testing, background checks, timekeeping, tax compliance, workers' compensation insurance, unemployment claims, and benefits.



Toll Free:  
(877) 272-6950

 SkillsetGroup.com

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# Administrative & Clerical

Call us early, text us late, email us in between. We will be there to help you with any office chaos. Just so you have an idea, here is a list of positions we specialize within Clerical and Administrative.

## Areas of Expertise

### Specialized Positions:

Account Manager  
Account Sales Representative  
Administrative Assistant  
Benefits Coordinator  
Bilingual Assistant  
Call Center Representative  
Clerical Staff  
Contracts Manager  
Customer Service  
Customer Service Manager  
Data Entry  
Document Control Specialist  
Executive Assistant  
HR Generalist  
Human Resources  
Office Administrator  
Office Assistant  
Office Manager  
Receptionist  
Secretary  
Service Manager

