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NEWSLETTER

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RECRUITING & STAFFING PROFESSIONALS

RECRUITING
STAFFING
EXECUTIVE SEARCH
CONSULTING
DIRECT HIRE PLACEMENT
TEMPORARY PLACEMENT
CONTRACT PLACEMENT
TEMP-TO-HIRE
OUTSOURCING
ASSESSMENT TESTING
PAYROLL SERVICE

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ONCE A WEEK

How long have we all been waiting for something? But, many of us in business don't know what we are waiting for. Is it a huge jump in the Dow Jones Industrial Average? Perhaps the end of a world crisis? Or just a change in scenery?

One thing is for certain - as soon as the answer comes, there will be another to anticipate. To say the least, it keeps life interesting - and stressful. Of course, some people handle this kind of stress better than others. Any day can bring new frustration and uncertainty into our lives, personally or professionally. Things get especially bad in times like these when we are unable to sort out what in our career is creating stress and what in our personal life is contributing to our frustration.

The key to "successful living" is to compartmentalize our lives. It is a mistake to take personal problems to work, and professional frustrations home with us. One can hear this advice on every "self help" radio or television program, but the funny thing is ... it is good advice. Those who care about us deserve to hear and see us as positive individuals...**at least once a week.**

ECONOMIC CYCLES

Do they still teach Economics in college? Of course they do, but one cannot help wondering if crystal balls and Ouija boards should be a part of classroom material.

Theories that have been consistent through the years seem not to have a place in today's new economic conclusions. No help from pundits or polls!

It must be a challenge to publish textbooks that are relevant to rapidly changing data that impacts business decisions. Where to build a factory, develop a rocket, book a trip to Anchorage - or hire a dozen people?

The staff at The Specialists Group would not consider teaching a course in economics, nor have we ever relied on crystal balls or Ouija boards.

However, The Specialists Group has been through about a dozen employment cycles in our nearly 60 years in business.

Now is the time to think about hiring a few good people to fill in those staffing holes. When you are ready to start the hiring process — **call The Specialists Group** and we promise to simplify the screening and selection for your organization.

IF YOU LOOK AT THE FOLLOWING PAGES YOU WILL FIND BRIEF RESUME SYNOPSIS OF EXCEPTIONALLY QUALIFIED APPLICANTS

DO'S AND DON'TS

- **Never be late**
It will take practice for those who have been habitually late all their life.
- **Be nice to people that you know don't admire you**
Your kindness will kill them; but, it probably won't make them like you any better.
- **Pick up the check once in a while**
Don't sit there and ignore it!
- **Smile a lot**
If you do not have the perfect smile - at least you can grin.
- **Do not laugh loudly**
It's annoying!
- **If you must complain**
Not about everything!
- **Do not steal other people's parking spots**
You could get keyed!
- **Do not talk loudly**
But do not whisper.
- **Do not leave your mess for someone else to clean up**
Especially in the employee kitchen.
- **Don't forget that "extreme" anything may be good television**
But it doesn't go over well in the workplace.
- **If you can't bake a cake**
A birthday card will make you seem like a thoughtful person
- **Call The Specialists Group**
When you need temporary staffing or Temp-to-Hire.
- **Don't forget to remember**
TSG searches, recruits the best and most qualified applicants.

A. CPA / AUDITOR

Background: Manufacturing.

Recently: Oversee month-end close: review all account reconciliations, draft consolidated financial statements for a company with operations in USA, Canada, UK and Bahrain. Responsible for treasury functions related to funding UK and Canada payrolls and payables. Lead contact for external auditors (midsize national firm). Load budget in ACCPAC ERP for domestic and international operations and consolidate. Coordinate with outside CPA firms on domestic and international tax compliance matters.

Education: Bachelors of Business Administration, Texas A&M University. CPA Accreditation.

Salary: \$120,000

B. ASSISTANT CONTROLLER

High energy professional with experience in corporate accounting. Proficient in a wide range of accounting functions, including general accounting, journal entry preparation, general ledger, payroll, and reconciliations. Highly analytical and skilled in accessing needs, developing appropriate solutions and evaluating results. Strong teamwork and multitasking skills. Exceptional work ethic and eager to accept challenging assignments to support and assist the Controller, and managers to ensure accuracy of financials.

Salary: \$80,000

C. SENIOR ACCOUNTANT

Summary: Extensive experience in the accounting industry with experience in planning and coordination of critical accounting and financial records. Excellent analytical, oral, and written skills. Great ability to multi-task, meet deadlines on a consistent basis and very detail oriented. PC proficiency with Microsoft Office, Excel, Oracle, JD Edwards, EnterpriseOne, and Sage Timberline Proper Management System.

Education: Master of Science in Forensic Accounting. Bachelor of Science in Accounting.

Salary: \$65,000

D. ACCOUNTANT

Education: Bachelors Business Administration, Accounting.

Proficient in Microsoft Office, Excel, Word, PowerPoint, outlook, SAP, and QuickBooks. Have done individual tax returns using Intuit Pro Series tax program. Have corporate tax returns exposure using Pro Series. Certified as a Texas Public Notary, commission expires 2019. CPA office, public accounting and attorney firm. Ongoing bookkeeping for several small companies using QuickBooks. Reconciliation of accounts. Prepare journal entries and financial statements. Prepare and correct companies' QuickBooks records to prepare for taxes. Type and proofread legal letters. Assist external auditors by analyzing and preparing accounts for audit.

Salary: \$55,000

E. STAFF ACCOUNTANT

Education: Bachelors of Business Administration, Accounting.

Currently: "Set up new employees in QuickBooks timekeeping system and payroll processing platform. Manage DCAA compliant timekeeping system. Back-up administrative assistant duties including answering phone, greeting visitors, maintaining office supplies. Process monthly charges, reconcile accounts, post and deposit client payments and collections. Assist in preparation of monthly reporting."

Salary: \$45,000

F. FINANCIAL ACCOUNTANT

Professional Profile: Staff accountant that understands the entire accounting process with over 10 years' experience in multiple industries. Versatile, driven professional that possesses multiple accounting software proficiencies. Advanced user of Excel including pivot tables, vlookup, and nested statements. Ability to manage multiple projects while ensuring timely completion of deadlines.

Salary: \$75,000

G. ACCOUNTS PAYABLE

For A Four Year Period: Assisted with daily accounting tasks of coding, recording, client account reconciliation and reviewing invoices utilizing SAP and Rigmox. Processed high volume commercial invoices (daily data entry of commercial documents on non-product shipment receipts). Communicated with customers via phone, email, or mail to resolve payment inquiries. Received and scanned daily expense reports from inner office, onshore, and offshore employees.

Salary: \$38,000

H. ACCOUNTING ASSISTANT

Summary: "As a highly dependable individual with excellent bookkeeping skills, looking for a challenging position in Accounts Payable in a company that will allow me to grow and can benefit from my outstanding work ethic." Six years of accumulated experience.

Skills Include: QuickBooks, Microsoft Office, strong customer service and vendor relations, bi-lingual.

Salary: \$35,000

I. A/P - A/R - COLLECTIONS

Working for transportation and freight companies; have been responsible for dispatch, accounts payable, accounts receivable and collections. Handled basic clerical duties to include making copies, answering phones and directing inquiries, processed orders and entered logistic information into QuickBooks and customer database.

Salary: \$32,000

J. OFFICE SUPERVISOR

Education: Bachelor of Arts.

Summary of Qualifications: Exceptional analytical skills combined with hands-on administrative, supervisory, and record-keeping experience. Excellent grammar, editing, writing, communication and interpersonal skills. Able to prioritize work effectively and streamline processes to improve productivity and efficiency. Computer expertise includes Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Word processing, Internet research, Adobe Photoshop and PageMaker, Lotus Notes, Adobe Acrobat, Sharepoint.

Salary: \$60,000

K. EXECUTIVE ASSISTANT

Oil/Gas Production Pipeline. Executive Assistant to Global Leader and Leader of Strategy & Energy Team. "Manage calendar and independently scheduled appointments, meetings and conferences. Create expense reports using Concur to verify Partners' reimbursement for expenses. Extensive international and domestic travel including coordination of flights, ground transportation, client meetings and travel visas. Provide administrative services support within a global consulting partnership, which includes utilizing Google, Lotus Notes, Microsoft Office Suite."

Salary: \$55,000

L. PROJECT SECRETARY

Industry: Engineering.

Since 2013: "Provide full secretarial and administrative support to the project team. Maintain records of engineers and assist. Develop and maintain document control processes for the management. Perform data-entry, recording, printing and filing. Set up meeting for manager and for the clients."

Salary: \$45,000

M. ADMINISTRATIVE ASSISTANT

Background: Offshore Drilling.

"Responsible for validating all timesheets of (17) construction employees using TREG. Accountable for the timesheets for the oversees employees using TREG. Update and maintain the FPSO vessel contract employee rig staffing matrix. Reconciled invoices for the international temporary agencies that employs the contractors on the FPSO vessel. Update the organizational chart within the department using Visio software. Record/transcribe minutes of the construction department manager meeting. Coordinate and setup lunch and learn for the project managers."

Salary: \$42,000

N. OFFICE MANAGER / BOOKKEEPER

Background: Construction.

Ten Years With The Same Company: Duties include full charge bookkeeping, payroll, billing, deposits, bank reconciliation's, cost comparison and reports. Also in charge of human resources, customer service, scheduling, permits, employee insurance, and all other office functions required.

Salary: \$40,000

O. GENERAL OFFICE

Background: Drilling Company.

For A Five Year Period: Answered all incoming calls and directed to proper person. Greeted all guests at the front desk. Maintained all office and refreshment supplies by ordering from vendors. Input all plant employees time in SAP (inspection, assembly, machining, and welding). Assisted Plant Manager, director, Production Supervisor, QA/QC Supervisor, Engineers, and HSE Manager with various projects. Input HSE Observations cards every month.

Salary: \$35,000

P. RECEPTIONIST

Background: Law Office.

Presently: Perform front office activities. Assist in accounts payable and billing. Employee record keeping, new hire processing and scheduling.

Previously: HR Coordinator for three years handling onboarding activities, assist with inquiries regarding benefits and programs, dealt with highly confidential material.

Salary: \$16 hourly

Q. WAREHOUSE SUPERVISOR

Competencies include strategic planning, purchasing/inventory replenishment, project management, cross-functional communication, team development, change management, automation initiatives, continuous quality improvement, and contract negotiations. As site supervisor; oversee loading dock and courier intercept employees, manage daily warehouse activities. Ensure completion of all relevant reports, employee timecards and work orders. Operate inventory software and prepare invoices, process billing on a daily basis.

Salary: \$15 Hourly

R. HUMAN RESOURCE PROFESSIONAL MBA, SPHR

Cross industry experience creating and increasing the value proposition while reducing program and services costs. A solid background of progressively responsible HR positions and experience in a broad range of assignments and industries including Oil and Gas upstream, Software design, professional services, High Tech, Fortune 50's and start ups.

Education: MBA Management/Finance, BBA Human Resources, certification Life SPHR.

Salary: \$110,000

S. BI-LINGUAL HUMAN RESOURCES (PHR)

Extensive background in HR generalist affairs, including experience in employee recruitment and retention, staff development, payroll, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance. Demonstrated success in developing team building programs, writing training manuals for all staff, implementing corporate policies, writing job descriptions and producing management reports.

Education and Certifications: Bachelor of Business Administration in Marketing. Professional in Human Resources (PHR), SHRM-CP.

Salary: \$100,000

T. BILINGUAL PLANT HR / SAFETY MANAGER

Professional Experience: Develop and implement transformative strategic initiatives and operational enhancements. Partnered with stakeholders to improve quality of hires, an initiative that increased employee retention 60% in line operations. Create culturally competent recruiting processes that help organizations retain key talent. Cut employee turnover through more effective use of staffing agencies, improved employee relations, and enhanced onboarding process. Uncover opportunities to improve employee experiences while reducing expenses. Reduced employee benefit costs by 44% while improving coverage by reevaluating broker relationship and researching lower cost opportunities on the open market.

Education: BA in Political Science (Summa Cum Laude).

Salary: \$90,000

U. HUMAN RESOURCES GENERALIST

Talent management, employee relations, compensation, benefits, EEO, training and development. Provides staffing and recruiting services, including development of sourcing strategies for positions at all levels, posting positions, screening and interviewing candidates, participating in the selection process, and completing the new hire onboarding process. Manages HR Assistant, RADAR (rotation program for high potential employees) program for Houston. Actively manages HR budget. Co-leader of Communications for the Quality Site Champion initiative for the Houston site.

Education: Bachelor of Business Administration, HR.

Salary: \$55,000

V. SALES EXECUTIVE AND BUSINESS DEVELOPMENT

Signature achievements included; developed and maintained strong business relationships that resulted in multimillion dollar revenue growth and maintaining long term partnerships. Negotiated a 10 year national contract valued at \$2.6M dollars. Received numerous sales achievements including the 2000/3000 Club in the first and second quarter of 2005 and the President's Club in 2003.

Salary: \$100,000

W. SUPPLY CHAIN / PURCHASING MANAGER

Presently: Responsible for management of the raw material supplier base consisting of steel mills, steel service centers, finished goods manufacturers and pipe distributors; 26 suppliers, total spend \$16MM, current savings this year \$4.02MM. Responsible for MRO and capital equipment purchases with an annual spend of approximately \$3M. Revamped enterprise procurement process from ground up, led continuous improvement process to develop new sourcing strategies, promote a new "purchasing toolbox" and leverage technology. Developed process to optimize raw material requirements, implement supplier pricelists, develop bar procurement program and cost calculation formulae, and conduct big ticket cost negotiations, with expected savings of more than 20% annually. Competed and re-negotiated metal scrap recycling contract.

Education: B.A. Rice University.

Salary: \$120,000

X. MECHANICAL ENGINEER

An accomplished Mechanical Engineer Professional with positions of increasing responsibility at Fortune 500 companies supporting multiple states. Possesses relevant experience in all core corporate manufacturing / continuous improvement functions with emphasis in training, negotiating, budget management, lean manufacturing, project management, and new product launch.

Education: Masters of Business Administration.

Certifications: Black Belt Certification in Six Sigma Methodology. 10-Hour OSHA and Dale Carnegie Training.

Salary: \$110,000

Y. CONSTRUCTION DESIGN ENGINEER

A highly professional and dedicated Mechanical Engineer with more than 12 years of progressively responsible hands-on and theoretical experience in turbine generators and the pump industry. Extensive background includes piping systems, heat exchangers, compressors, valves, pumps and propulsion plants on board USS Aircraft Carriers and Submarines.

Education: Bachelor of Science, Mechanical Engineering. Working on Master's Degree in Acoustics specializing in Noise and Vibration Control.

Salary: \$90,000

Z. MANUFACTURING ENGINEER

A skilled and proven leader as a Manufacturing Engineer and Manager with 12 years of diverse experience in industrial/manufacturing environments overseeing efficient, profitable and safe processing within the operation. A solid career designing and operating integrated systems in high-volume businesses building competitive products.

Education: Bachelor of Science.

Salary: \$90,000

AA. INDUSTRIAL DISTRIBUTIONS MANAGER

Proven industrial distributions manager with over 20 years of experience excelling in distribution management, sales and operations through effective leadership, superior management skills and solid client relationship building techniques. History of implementing innovative changes that improve operational performance. Technical proficiency in MS Office, Inventory Management Software, Cribmaster, Trend, P21 and Mapix.

Education and Credentials: Bachelor of Science in Business, Associate of Science in Accounting.

Salary: \$65,000

Our Temporary Division is widely recognized as efficient and timely in response to the needs of clients. Following are a select few of the many readily available pre-screened individuals for your immediate needs.

ACCOUNTANT Accounting Degree. Available to handle all accounting functions. Very strong industry knowledge in drilling, oil and gas and cost accounting.

A/P CLERK Can be flexible for temporary assignments processing accounts payable functions with strong attention to detail and communication skills to research and liaise with vendors and customers.

ADMINISTRATIVE ASSISTANT Prefers support duties and is willing to answer phones and direct inquiries, prepare correspondence, schedule appointments and coordinate meetings. Ability to be flexible and dependable while maintaining a positive outlook.

RECEPTIONIST One of the best in handling difficult front desk assignments according to several of our clients. Busy phones ~ no problem. Data entry, filing, just staying busy ~ no problem. Exceptional phone etiquette.

OFFICE ASSISTANT Enjoys diverse assignments. Dependable, always prompt, never late. Great skills including computer knowledge. Background includes banking, and some legal exposure.

CUSTOMER SERVICE REPRESENTATIVE Capable of processing a high volume of orders for customers. Particular skill set with heavy data entry and expediting a product efficiently.

HELP DESK Two years experience with an IT consulting firm offering troubleshooting solutions regarding internet, intranet and other IT issues. Trained to handle end user/customer communications effectively.

DATA ENTRY CLERK Takes pride in efficiency and accuracy. Dependable and stable, can handle a high volume of data with very little instruction or supervision.

OFFICE SERVICES Proficient in all mailroom services including sorting, posting, and distributing mail, copy jobs, filing and operating mailroom equipment. Has experience with several courier services; DHL, UPS and FedEx.

MARKETING SUPPORT Experience with design of websites through third-party hosts to support clients to assist with their marketing objectives to find creative ways to implement project goals to enhance daily operations and procedures. Work closely with e-commerce clientele.

WAREHOUSE COORDINATOR Can assist with assessing needs to manage inventory, creating bills of lading and export documentation. Collect data and analyze processes to improve inventory turnaround. Reliable with solid internal and external customer service skills.