

**RECRUITING & STAFFING PROFESSIONALS**

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

## Revolving Door

These days we need a sense of humor to deal with the pitter-patter of people walking through businesses on their way to greener pastures. Reading a resume with a stable employment record is almost a thing of the past. This doesn't mean that we may not be able to find the needle in the haystack if one of those "job jumpers" turns out to be a solid prospect for employment once they have found their niche.

One thing is for certain—a resume reflecting a stable employment background is of little concern to candidates in their search for immediate reward. The future can wait!

Where does this put you and me? In a tough place. When we opened our San Francisco office on September 1st 1983, there was a great deal of enthusiasm for hiring people from the Midwest—because of what was perceived to be their work ethic. Well, now people who live in the smallest towns have caught up and employment attitudes are no longer that much different. If things aren't perfect, or if there's a dollar more to be made in the next block or the next town, forget loyalty, just watch the door revolve.

The blessings of full employment may present challenges to our sanity, but looking at the economic picture as a whole, the blessings seem to be a benefit to humankind—so those in human resources may just have to deal with temporary insanity for a long time.

We mentioned this subject in our newsletter to assure each of our clients that their doors are not the only ones revolving.

## The Blues

Some people get the blues when it rains and some people are blue even on sunshiny days. If they won't help themselves that's their problem. But, it is a manager's problem when a depressed person ends up depressing the entire staff. Certain individuals create such negativity in the workplace that the atmosphere is not conducive to productivity. One thing for sure, management makes a mistake to ignore the damage that negativity brings into an organization. Too often people bring their personal problems to work with them. You couldn't get them to smile even on their birthday. Unfortunately, those people drag down others who may have a more positive outlook on life. This is especially bad when companies rely on good public relations and customer service, to say nothing of employee morale.

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### WHERE HAVE ALL THE GOOD ONES GONE?

We can't say that we have the complete answer to that question.

We can tell you, however, that top notch applicants for employment are available for interviews through The Specialists Group. The following pages mention just a few.

## **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. CONTROLLER**

**Summary:** Motivated finance professional with over twenty years of experience demonstrating abilities in all accounting and finance related functions. A proven, focused, team leader who demonstrates persistence and leads by example. Strong management problem resolution with expertise in: business operating plans and forecasting, IFRS, year-end audit review, physical inventory, job cost analysis, cash management, bank reconciliation, A/R collections, payroll and reconciliation.

**Most Recently:** Manage six direct reports. Implemented desk top procedures for all key functions to help with cross functional practices. Coordinate year end audit with external auditors ensuring proper revenue recognitions and cut offs.

**Education and Software:** BS, Business Management. Syteline ERP, Made2Manage ERP, Microsoft AX ERP, MAS90.

**Salary:** \$95,000

## **C. 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

## **D. 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 team working 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

## **E. 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

## **F. 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

## **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 Rigma. 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. ACCOUNTS PAYABLE / FINANCE**

Process and prepare invoices, enter high-volume payment requests in Concur for charges and services nationwide. Reconcile monthly p-card transactions with general ledger coding. Research past due amounts or discrepancies to bring delinquent accounts current. Verify totals and sign funding requests for the Telecom Division. Complete and sign state sales tax exempt forms per nonprofit exemption.

**Salary:** \$37,000

## **I. A/R BILLING SPECIALIST**

Over fifteen years of experience in a medical billing and reimbursement environment. Extensive experience with insurance and workers' compensation claims. Most recently with a third party administrator handling multispecialty physician medical records utilizing HCFA and UB forms as applicable. Manage monetary transactions for incoming patient/clinic payments and deposits, outgoing insurance payments and refunds. Administer payment posts in excel of \$300K monthly. Reconcile reports by following up with clients and carriers.

**Salary:** \$36,000

## **J. ACCOUNTING ASSISTANT**

**Education:** Bachelor of Business Administration.

**For The Past Three Years:** "Support CFO to ensure all appropriate items are deducted from bank accounts and reconcile monthly bank statements for over 40 locations. Guarantee all utility bills are paid timely and accurately. Maintain general ledger accounts. Ensure accurate and appropriate recording of expenses, including resolving accounting discrepancies and irregularities. Accurately post and reconcile credit card transactions, both company cards as well as confirming customer transactions within the system."

**Salary:** \$35,000

## **K. ACCOUNTS PAYABLE / RECEIVABLE**

Working for transportation and freight companies; has 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

#### **L. HUMAN RESOURCE PROFESSIONAL**

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, Life SPHR certification .

**Salary:** \$110,000

#### **M. HUMAN RESOURCES MANAGER**

Represents the human resources function on the company's Executive Leadership Team and works closely with other members to develop strategies related to the human assets of the organization; employee retention, compensation and benefits programs, talent acquisition, workforce planning and professional development. Supervises a staff of 8 professionals who work together to provide services to more than 600 employees located across 10 states.

**Education:** Bachelor of Science in Business Administration with emphasis in Human Resource Management. Graduated from College of Business Honors Program. Overall GPA 3.33/4.00.

**Salary:** \$85,000

#### **N. HR BUSINESS PARTNER**

Results oriented leader with extensive experience driving associate and business success through HR initiatives. Expertise in developing and implementing best practices, including personnel handbooks, job descriptions, and performance management. Recognized by senior leadership for providing innovative resolution to business HR needs and associate issues and concerns. Technical proficiency in PeopleSoft, SAP, and MS Office (Word, Excel, PowerPoint, and Outlook).

**Education And Affiliations:** Bachelor of Arts in Human Resources. Member, Society for Human Resource Management.

**Salary:** \$65,000

#### **O. RECRUITER / HR GENERALIST**

**Current Responsibilities:** Perform full-life cycle recruiting on high volume requisitions. Review applications for various positions and levels throughout the organization including: senior leaders, executives, managers, administrative and customer service, nursing, human resources, risk management, finance/accounting, information technology, marketing and communications, and legal. Conduct phone, on-site, and virtual interviews. Coordinate candidates' travel. Calculate pay rates/salaries, extend offers. Counsel hiring managers on hiring policies, employment laws, and compensation.

**Education / Certificates:** BA, Psychology. PHR Certification.

**Salary:** \$60,000

#### **P. 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

#### **Q. 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

#### **R. 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

#### **S. EXECUTIVE ASSISTANT**

**Summary:** Advanced user of MS Office (Excel, Word, PowerPoint, Visio, Outlook) and Adobe Acrobat. Conduct detailed research, draft and publish summaries, create charts and compile reports. Clear and concise written, verbal and interpersonal communication skills. Progressively responsible and confidential administrative and executive level support. 5+ years technical writing, editing and desktop publishing.

**Education:** Bachelor of Arts Degree, 3.6-3.7 GPA , Magna Cum Laude.

**Salary:** \$40,000

#### **T. ADMINISTRATIVE SUPPORT**

Highly motivated professional with experience in a fast-paced entrepreneurial business environment. Extensive experience supporting a worldwide food brand, administer and execute advertising campaigns and administration of local office. Exceptional organizational, communication, time management, written and oral skills and talent for working with people, managing projects and delivering excellent customer service.

**Education:** Bachelors Degree with emphasis in communications.

**Salary:** \$36,000

#### **U. MARKETING ASSOCIATE**

**Since 2011:** Provided marketing support for all sales and services in the sales group. Produced collateral using Adobe Illustrator and InDesign to support sales efforts. Produced bid packets for presentations. Developed relationships with staff of elected officials. Exceeded sales goals. Coordinated trade shows. Supported the VP of sales on input for marketing plans, budget, and promotional requirements for sales department.

**Education:** Bachelor's, Integrated Marketing Communications.

**Salary:** \$33,000

#### **V. PERSONAL BANK CUSTOMER SERVICE**

**For Six Years:** Worked as a customer service lead representative for a bank. Handled transactions from certificate of deposits and individual retirement accounts. Worked closely with other financial institutions to assure mutual clients needs in opening and closing investment accounts. Assisted branch managers with processing account conversions.

**Education:** BA, Business Administration.

**Salary:** \$30,000

## 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:** Bachelor's degree.

**Salary:** \$120,000

## X. QA MANAGER

Responsible for authoring and implementing requirements for review; external/internal First Article Inspection, and internal audit to include corrective-preventative action. Oversaw incoming and outgoing shipments, supplier review, audits, and approvals. Work with engineering and manufacturing to complete documentation for accountability.

**Education:** Bachelor of Science, Business Management.

**Salary:** \$90,000

## Y. BUSINESS DEVELOPMENT / SALES

**Background:** Agricultural equipment. Major office equipment.  
**Accomplishments:** Worked effectively with upper level managers to promote sales and strategic sales solutions. Coordinated effectively with service and shop manager to limit downtime and promote customer satisfaction. Successfully launched product into new markets resulting in a sales increase overall. Produced record-breaking sales within the first months of employment through strategic sales and marketing, as well as strong relationship building skills.

**Salary:** \$85,000 package

## Z. 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:** Bachelor of Science in Business, Associate of Science in Accounting.

**Salary:** \$65,000

## AA. BUYER

**Background:** Manufacturing.

**Qualifications:** Over 15 years of experience, specifically in an administrative clerical role including eight years of experience in a purchasing environment handling vendors.

**Most Recent:** "Develop and maintain supplier relationships. Utilize software. Purchase components, equipment, parts, and service. Pursue competitive pricing for new and existing services. Obtain samples of material for product testing. Allocate cost and pricing of material for billing. Track shipping of purchases. Process returns and credits."

**Salary:** \$45,000

***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 staffing needs.***

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

**ACCOUNTS PAYABLE 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.