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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

### CELEBRATING OUR 60<sup>th</sup> YEAR

The Specialists Group's 60<sup>th</sup> anniversary is September 1<sup>st</sup>. The company was founded in 1957 by Jay McManus and Jerry Holland as a consulting firm aimed at the booming oil and gas industry in Kansas. As they reached out to small and medium sized companies it became evident that there was a need for recruiting and staffing in Wichita. At that time Boeing employed several thousand people, paying higher wages than other smaller organizations could afford. It was an ideal situation for the company, then known as Business Specialists, to assist clients in attracting individuals to consider employers outside of the aircraft, agriculture, manufacturing and other industries.

With plans for national expansion, the name was changed to The Specialists Group and Kirk Pytlinski and Brian Campbell became partners. Pytlinski as President, has been with the firm for 43 years and Campbell, as Chief Financial Officer, 36 years. Jim Money joined the company in 1973 and was named Executive Vice President. Darren Bean, General Manager in Houston, Heather Wallace, Bim Heineman, Joan Rapp, Gregg Foss, John Coffman, and Michael San Romani, are also members of the management team.

With offices in Wichita, San Francisco, Denver, and Houston, there are plans for further expansion to add more organizations to our roster of clients. We want to sincerely thank our loyal clients and applicants alike for their continued support of our success.

### Promoting the Wrong Person

There will come a time when the economic slowdown will be an experience of the past. According to the usual cycles, it may become necessary to rebuild staffing and realign duties. One mistake should not be made, don't put someone in a supervisory role just because they've been with you a long time and stuck it out through a difficult period.

Move slowly when making decisions about promotions. Seniority should not be the only factor to be considered. Many people, who are exceptional employees in their present role, often may not be capable of managing the workflow of others. Creating this awkward situation can be unfair to the individual, setting them up for failure and be ultimately very damaging to the organization.

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The following resume synopsis include just a few of the exceptional candidates for employment in our Database. We should also mention that some of these individuals are available for temporary assignments or "Temp To Hire". Give us a call or email if you find a match for any current or future staffing needs.

## **A. CONTROLLER / CPA**

**Career Profile:** Experienced controller focused on implementing innovative solutions to improving cycle time, financial analysis and streamlining financial processes. Strong analytical, communication and decision making skills within a team environment. Successful in partnering with business and accounting teams to deliver results.

**Key Skills/Competencies:** SAP (FI, CO, MM, PP, PM, PS) and Sage. Financial analysis, product costing, budgeting and forecasting. Can work to strict deadlines.

**Education:** BBA Accounting, CPA.

**Salary:** \$100,000

## **B. PAYROLL MANAGER**

**Overview:** Implemented Cloud based HRIS functionality for UltiPro from Back Office systems. Data Integrity management of compensation data systems. Processed bi-weekly payroll for over 700 employees. Reconciliation of withholding liabilities and deductions to facilitate W-2 and year-end processes. Transmission of ACH, 401k, general ledger, and all pay related entries. Bi-weekly, monthly, and quarterly reporting to management.

**Education:** BBA, Accounting, CPP.

**Salary:** \$90,000

## **C. ACCOUNTANT**

**Education:** Bachelor's Degree in Accounting. Completing MBA with a concentration in Accounting.

**Background:** Medical

**Current Employment:** Accounts payable management, review invoices for payment, check runs for payments. Issue Patient refund checks. Month end closing process, journal entries, bank and G/L account reconciliations. Cash flow statement. Monthly Federal and State tax payments. Monthly statistics, CART data input.

**Salary:** \$46,000

## **D. ACCOUNTING ASSISTANT**

**Comments:** Ability to effectively interact with others.

**Current Responsibilities:** Complete cash, credit cards, and gift card verification on daily/weekly basis. Research any variances, daily reporting to clients. Weekly accounts receivable invoicing and payment application. Check and respond to all accounts payable and payroll exceptions. Verify and upload accounts payable files to bank. Prepare cash position reports. Account reconciliations, period end reconciliation entries.

**Salary:** \$40,000

## **E. ACCOUNTS PAYABLE / RECEIVABLE**

**For The Past Five Years:** Processed incoming payments in compliance with financial policies. Communicated with clients about billing discrepancies and resolved any issues. Reviewed and verified invoices and check requests. Processed bi-monthly payables. Prepared and performed check runs. Opened and assigned new vendor accounts. Resolved payment problems.

**Education:** Bachelor of Business Administration.

**Salary:** \$37,000

## **F. ACCOUNTING COORDINATOR**

**Summary:** Experienced with accounts receivable, accounts payable, and as a finance assistant. Excellent written and verbal communication and organization skills, very detail oriented. Great research and problem resolution skills. Strong in Microsoft Excel and pivot tables, as well as other computer software. Ability to adapt to corporate business processes. Self-motivated, goal oriented and able to multi-task in a fast-paced environment with accuracy and efficiency.

**Education:** Associates Degree, Accounting.

**Salary:** \$35,000

## **G. BUSINESS DEVELOPMENT**

**Objective:** To obtain a sales management position with a growing company to develop business that beneficially enhances professional and personal goals, and become an integral part of a successful team.

**Key Skills:** New business development, customer relationship management, key account/project management, contract negotiations, procurement, estimating, blue print reading. Proficiency in Microsoft: Word, Excel, PowerPoint, Outlook and Dynamics 365.

**Education:** Bachelors Degree, University of Houston.

**Salary:** \$80,000

## **H. CUSTOMER SERVICE / MARKETING / PUBLISHING**

**Profile:** Experienced in production entry and quoting. Skilled in proofreading, and fact checking. Adept in providing exceptional customer service to internal/external clients. Competent in selling both services and tangible goods. Proficient in Outlook, Excel, Word, Adobe, Adjutant and Pathfinder. Skilled in merchandising and room design/décor, creating trend boards and sales promotion materials. Can handle development and processing of film, digital photography and web design.

**Salary:** \$50,000

## **I. SITE SAFETY PROFESSIONAL**

**Summary of Qualifications:** Safety compliance audits, new hire safety orientations, and incident investigation. Client relations, third party management, intervention in unsafe acts, facilitated training on hazard recognition, established safe work practices, facilitated JSA training and exposure monitoring. Performed inspections, developed safe work procedures, company's specific safety policies. Handled corrective actions and prepared company for VPP Star Awards.

**Salary:** \$80,000

## **J. PURCHASING MANAGER**

**Profile:** Managing, purchasing and controlling materials flow to meet production demands and customer lead times. MRP ordering system and warehouse replenishment experience. International ordering and handling inbound shipments. Effective strategic planning and forecasting skills in meeting and exceeding objectives. Attention to detail when applying company policies and procedures.

**Salary:** \$75,000

## **K. WAREHOUSE MANAGER**

**Currently:** Responsible for running the warehouse to ensure efficiency of the shipping, receiving, and inventory storage functions. Works with production, quality control, and construction departments to make sure all goods are sourced correctly. Developed new measures to make sure inventory flow is up to company standards. Responsible for ensuring loss prevention measures are in place and that all items are accurately shipped, received and stored properly. Schedules all incoming and outgoing shipments. Works with various carriers and freight forwarders to obtain quotes and searches for new carriers and freight forwarders for more options.

**Education:** Bachelor's Degree.

**Salary:** \$60,000

## **L. HUMAN RESOURCE EXECUTIVE**

**Comments:** Human Resources Organizational Development, strategic and succession planning, policies and procedures, operational reviews, compensation, benefits, organizational development, recruitment, training, recognition programs. Building internal and external customer relations. Strong business partner to all levels of staff, including executive leaders; demonstrating ability to listen, investigate and find creative solutions. Served on Union negotiation team. Solid business knowledge of DOL, EEO, OSHA, EEOC, FMLA, ADA, workers' compensation, affirmative action, harassment, grievances, compliance.

**Salary:** \$100,000

## **M. HUMAN RESOURCES GENERALIST**

**Summary:** With over 16 years of experience working in various industries, has developed expertise in many areas of HR. Areas of extensive experience include recruiting, policy and procedural development, benefit administration, payroll administration, and heavy employee relations. Worked due diligence on acquisitions, conducted training and coaching of staff and management level employees.

**Education:** Bachelor's Degree.

**Affiliations:** Society of Human Resource Management, HR Houston, Women in Energy Networking, Human Resources Management Association.

**Salary:** \$75,000

## **N. HR ASSISTANT / SAFETY**

**Background:** Transportation.

**Experience:** Assist with orientation preparation and hiring process. Benefit enrollment, and on boarding. Serve as human resource for the company employees including drivers and owner operators by processing drivers being hired, processing motor vehicle records, PSP, and criminal background, send drivers for pre-employment drug and alcohol screening, enter new drivers into the system.

**Comment:** Capable of assuming greater responsibility. Eager to gain more knowledge with regard to safety.

**Salary:** \$48,000

## **O. EXECUTIVE SECRETARY**

**Background:** Aviation, Energy, Finance.

**Profile:** Planning and facilitating executive level meetings as well as events for senior management and directors. Known for leading projects involving 100+ people globally as an adept leader who performs well under pressure. Combines strong planning skills and the ability to coordinate high level operational business development programs. Bilingual in Spanish with multi-faceted detail experience with business applications, external vendors, business management, oil and gas as well as other energy industries and accounting firms.

**Salary:** \$70,000

## **P. EXECUTIVE ASSISTANT**

**Summary:** Detail-oriented executive administration professional with over 15 years of diverse experience in finance, investments, and banking. Flexible, self-starter, motivated, take-charge personality capable of juggling multiple projects and meeting deadlines in a fast-paced environment. History of developing and delivering effective presentations/training, building client relationships, identifying cross-selling opportunities, following up requests, and resolving client issues.

**Skills:** Proficient in Microsoft Office Suite to include Word, Excel, PowerPoint, Outlook, and Calendar.

**Education:** Bachelor's Degree, Business Management.

**Salary:** \$65,000

## **Q. RECEPTIONIST / ADMINISTRATIVE ASSISTANT**

**Responsibilities:** Answered phones, directed mail, sent vouchers and checks to 21 plants bi-weekly. Executive assistant to two HR managers and two executives. Posted job descriptions for employees, reviewed resumes, set appointments and notified managers, local and out of state, coordinating calendars through Outlook. Assisted with annual open enrollment for 600 employees, obtained correct documentation working with plant managers. Ensured all meeting materials were at nationwide sites prior to manager presentation. Ensured all employees forms were received and accurate. Input data into ADP.

**Education:** BS in Business Administration, major in management, Cum Laude.

**Salary:** \$55,000

## **R. PROJECT COORDINATOR**

**Summary:** Highly motivated, seasoned individual with 10 plus years working in the oil and gas industry. Able to work and communicate well with all levels of personnel to build effective relationships in support of the overall company goals and initiatives. Dedicated to providing the highest level of service to internal and external customers utilizing excellent communication with a creative "can do" attitude. Competent, dependable, flexible and able to handle daily tasks to complex projects that require long term planning and advanced organizational skills.

**Salary:** \$50,000

## S. CUSTOMER SERVICE

**Comments:** 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, talent for working with people, managing projects and customer service.

**Proficient In:** Office Administration, client/account management, complex problem solving, organization and time management, written communications, MS Office.

**Education:** Bachelor's Degree, Communications.

**Salary:** \$35,000

## T. INSIDE SALES

**Education:** Bachelor's Degree in Business Administration, Marketing, Texas State University.

**Comments:** Regularly a top performer in total revenue generated, finishing in the top 10 of the entire sales staff multiple times. Handled 100+ interactions between chat/email per day. Continued to be a top performer after transitioning to new role and team. Met or exceeded changing monthly sales goals each month.

**Skills:** Microsoft Office and SalesForce proficient.

**Salary:** \$45,000

## U. SENIOR MECHANICAL ENGINEER

**Achievements:** Consulting, project development, leadership and management. Contract management, capital project improvements, start-up and commissioning. Operations, maintenance, business development and Mass Balance/P&ID development. Thermodynamic modeling, renewable energy, concentrated thermal solar, equipment, piping and sizing. Cost estimating, bid analysis and reviews. 3D model & Isometric review, scheduling, and factory acceptance testing.

**Education & Professional Development:** Bachelor of Science, Power Engineering Technology.

**Software Proficiencies:** CADKEY, MS Word, Outlook, Excel, PowerPoint, Project, ThermoFlow GT and Steam Master, ThermoFlow PEACE, GT Pro, Steam Pro.

**Salary:** \$120,000

## V. PRODUCTION MANAGER

**Professional Summary:** Responsible for fabrication and assembly of large structural steel cable management systems for the oil and gas industry, fabrication of structural steel platforms and communication towers for the railroad industry. Established process improvements utilizing lean methodologies to meet customer demands and improve productivity/plant wide high volume railroad towers time decreased from 4.5 hours to 1.5 hours. Work with welding processes to improve layouts in order to reduce bottlenecks and improve part throughput within facility. Large structural steel cable management system went from 1600-1800 hours to 800 hours.

**Education:** Bachelor's Business Management.

**Salary:** \$110,000

## W. PROJECT ENGINEER

**Summary:** Proposal and project engineer with years of industrial manufacturing and process industry experience. Multi-disciplined and cross-functional to general proposals and work them through to project completion. Client-focused sales strategist accomplished to match company capabilities with customer needs.

**Software:** Proficient in Microsoft PowerPoint, Excel, Word, MathCAD, SolidWorks, DraftSight, AutoCAD Civil.

**Education:** BS, Civil Engineering, Cum Laude.

**Salary:** \$90,000

## X. COMMUNICATIONS SPECIALIST

Led internal communications for a division with 5,000 employees in seven states. Analyzed needs and implemented strategies to drive employee commitment to business strategies and core values, which helped to achieve a 10-point increase in the overall employee engagement score. Worked with key stakeholders across the U.S., providing mentoring and training in communications best practices.

**Software:** Microsoft Outlook, Word, Excel, PowerPoint, Sharepoint, Skype, Adobe InDesign, and Photoshop.

**Education:** Bachelor of Arts.

**Salary:** \$35,000

## Y. GRAPHIC DESIGNER

**College Employment:** Create, design and produce artwork to meet objectives of the College. Collaborate with the Web and Visual Arts Specialist to determine and maintain the stylistic look of the College's website. Project management collaboration with the marketing team members that delivers quality and meets clients expectations and deadlines. Assist with the execution of integrated marketing and communications plan. Maintain a consistent look for all College materials ensuring adherence to branding standards.

**Education:** Bachelor of Arts in Art and Design.

**Salary:** \$40,000

### THERE IS A DIFFERENCE!

*Trial periods are so important; this is why ours is unconditional. The fact that we do not invoice for placements until trial periods are complete makes our service unique in the staffing industry. There are some firms that ask to be billed immediately, and we are glad to accommodate, but immediate payment is not necessary in order to validate trials periods. We take the assignment of temporary staffing as seriously as we do referrals for placement. As a matter of fact, many "temporaries" on assignment are offered regular employment with clients. The Specialists Group "Temp to Hire" policy is ideal for organizations that are taking a slower approach to growth or expansion.*