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NEWSLETTER

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RECRUITING & STAFFING PROFESSIONALS

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

| DIRECT-HIRE CANDIDATES INSIDE: | |
|--------------------------------|------|
| HR MANAGER | PG 2 |
| OPERATIONS MANAGER | PG 2 |
| RECRUITER | PG 2 |
| CUSTOMER SERVICE | PG 2 |
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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. 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 eight 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

B. 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, Associates in Business Administration. Member, Society for Human Resource Management (SHRM).

Salary: \$65,000

C. OPERATIONS MANAGER

Worked in partnership with leadership to plan, communicate and implement HR programs. Developed, recommended and implemented personnel policies and procedures. Administered talent acquisition efforts for organization. Evaluated reports, decisions, and results of department initiatives in relation to established goals. Ensured compliance with all federal, state and local employment laws.

Education: Bachelor of Business Administration, HR.

Salary: \$62,000

D. 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 interviewing, hiring policies, employment law, compensation and employee relations.

Education / Certificates: BA, Psychology. PHR Certification.

Salary: \$60,000

E. CUSTOMER SERVICE

Experience Highlights: Participate in the interview process of new hires. Skills in database management and record keeping. Employee training on company procedures, integrating new software, including ERP systems. Ability to handle sensitive information confidentially. Implementing time management strategies. Able to acquire and interpret customer information to drive internal actions. Experience working with 5S Lean Six Sigma. Controlling the incoming and outgoing documentation process. Coordinate with suppliers daily.

Salary: \$30,000

F. CHIEF FINANCIAL OFFICER

Was responsible for providing financial and management services to multi-unit, multi-state businesses nationally. This included accounting, operations administration, financial reporting, marketing, meeting coordination, information technology, and communications. Provide revenue forecasts and budget oversight for advertising. Attended and presented at quarterly meetings of the Board of Directors. Composed and presented at training seminars for managers covering accounting, financial, legal, and technology issues. Served as administrator for health insurance, sponsored a property / casualty insurance program.

Education: Bachelor of Business Administration.

Salary: \$120,000

G. BUDGETING / ESTIMATING / PRICING

Summary: Has received consistent recommendations for achieving excellence in budgetary analysis, estimating and pricing execution, organizational management, development and execution of negotiation strategies. Ability to reach across organizational structures to achieve company goals. Developed strategy and tactics for negotiations with customers on packages ranging from one to \$50 million. Led multi-functional team to review terms and conditions for third party contracts' boundaries, including balancing company's requirement, industry standards and individual customers' requirement and developing processes and procedures.

Education: Bachelor's in Finance.

Salary: \$100,000

H. 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.

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

Salary: \$95,000

I. 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

J. FINANCIAL ANALYST

As Finance Director: Company's operating plan and quarterly forecasts totaling \$825 million in annual revenue across three countries and 420 locations. Functions include quarterly company forecast, monthly financial board package, and managing a staff of eight professionals. Administrator for Oracle Hyperion Financial applications. Managed third party upgrade. Primary resource for COO and operations team providing key financial measures. Financial analysis of merger and acquisition targets.

Education: Master's of Business Administration.

Salary: \$85,000

K. PAYROLL SPECIALIST / ACCOUNTANT

Experience Summary: Highly proficient in payroll, excel, metrics, total compensation analysis, and audits. Recognized for ability to manage multiple priorities while staying customer focused. Seeking a position where strong finance and customer service skills may be used to contribute to organizational goals.

Most Recently: Managed payroll process. Performed payroll accounting-related tasks. In charge of HR/safety operations for a manufacturing plant. Performed HR/EHS audits. Produced monthly turnover, HR operations, headcount, organizational charts, and EHS reports.

Education: MBA, Accounting and Finance.

Salary: \$42,000

L. ACCOUNTANT (Entry Level)

Note: Recent college graduate.

Coursework: Accounting theory, income taxation, accounting information for management, auditing, financial, information systems, information technology project management, systems analysis and design, law of commerce.

Awards and Honors: Capitol Federal Scholarship Recipient. KSCPA John J. Killian Scholarship Recipient.

Accounting Experience: Campus Council treasurer. Maintained budget records of purchases and receipts. Prepared payment requisitions for eight groups and the general fund. Facilitated budget meetings.

Salary: \$40,000

M. 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. Request proof of insurance on assets and forward completed certificates to ensure compliance.

Salary: \$37,000

N. 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 insurance carriers via email and phone.

Salary: \$35,000

O. ACCOUNTING ASSISTANT

Education: Bachelor of Business Administration, WSU.

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: \$32,000

P. 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. Five+ years technical writing, editing and desktop publishing.

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

Salary: \$40,000

Q. OFFICE MANAGER

Responsible for incoming calls and walk in guests, directing inquiries and scheduling appointments when necessary. Handled travel for multiple employees, organized participation for industry events. Create marketing content and collateral, developed marketing campaign and materials. Handled organization communications, worked with board of directors to expand organization presence. Solid skills to include MS Office (Word, PowerPoint, Outlook).

Education: Bachelors of Science, Fort Hays State University.

Salary: \$38,000

R. 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

S. 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

T. 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

U. IMPORT / EXPORT COMPLIANCE

Most recently worked as compliance officer, created government filings, confirmed and verified paperwork. Advised staff of guidelines and proper documentation for shipments leaving the U.S. Attended seminars on updated guidelines and changes within international trade. Classify parts with tariff codes needed for export. Responsible for creation of processes and procedures.

Salary: \$28,000

V. 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

W. PRACTICE ADMINISTRATOR

Currently: Manages all aspects of a health clinic including marketing, financial management, medical information technology, risk management, delivery of patient care, HR, quality management, and risk management. Directly manage six departments within the clinic and indirectly manages a staff of more than fifty employees. Works with the board of directors to create, implement and enforce policies and procedures. Coordinates the recruitment and retention of both support and clinical staff including physicians.

Education: American College of Medical Practice Executives.

Salary: \$75,000

X. SOFTWARE DEVELOPER

Qualifications: Development, maintenance and troubleshooting of Bash shell script based installation and configuration management system for a unified messaging platform. Installation, configuration and administration of Cisco routers, UNIX, Linux, SunOS, and Windows machines in network environments. 24x7 support of SunOS, QNX, Linux and Nonstop UX UNIX systems and legacy applications. Trouble shooting Windows PCs, Macs, and Unix/Linux systems.

Education: BS, Electrical Engineering.

Salary: \$60,000

Y. GRAPHIC / WEB DESIGN

Developed and provided platforms to highlight clients' services by maximizing effectiveness of marketing strategies, and website responsiveness within budget. Troubleshoot user interface issues; developed and converted basic HTML website into an updated, attractive, manageable, and responsive website for a graphic design company. Established a point of contact for clients and effectively displayed company's graphics portfolio to increase web traffic. Established an ecommerce website from scratch for graphic artists' online services, provided a platform to customers to learn about company's current activities. Attracted clients from different industries by developing several demo site templates.

Salary: \$50,000

Z. BUYER

Background: Manufacturing.

Qualifications: Over 15 years of experience, specifically in an administrative clerical role including eight years of experience in a purchasing environment with daily customer and vendor relations.

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 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.