

# Administrative Solutions

## KEEPING THE WORK MOVING AND THE MOVERS SHAKING

Administrative support staff complements and reinforces every organization. At Strategic, we know these individuals are the underpinning of our clients' day-to-day success. That's why Strategic's administrative support division (founded in 1991 as part of "The Goodkind Group"), takes administrative placement more seriously than many firms today—and consistently attracts the best talent as a result. Our regard for people, impressive benefits and varied opportunities draw reliable, qualified, hard-working individuals—not to mention top clients, who know we will always have just the support they need.

### TALENT

Superior temporary, temporary-to-permanent and permanent talent at all levels, including:

- Executive assistants
- Administrative assistants
- Receptionists
- Legal secretaries
- Coders
- Data entry clerks
- File clerks
- Other clerical support staff
- Light industrial staff

Candidates include entry-level to highly skilled individuals proficient in various software packages and administrative tasks. Each candidate is exhaustively pre-screened, including thorough personal interviews, credentials verification and reference checks. In addition, we utilize both on and off-line testing for skill assessment.

To ensure satisfaction, we offer:

- Daily "standby" pool for immediate requests
- Automatic quality control calls and arrival checks to evaluate performance
- Customer service meetings to ensure quality and meet ongoing needs

### CLIENTS / ASSIGNMENTS

Clients include global investment banks, law firms, hospitals, advertising agencies—a full range of boutique to major companies and law firms.

### RECRUITERS

Our recruiters have impressive administrative staffing backgrounds—expertise that spans multiple industries and organizations. This "insider edge" ensures the deepest understanding of immediate and long term client and candidate needs.

Furthermore, recruiters effectively network, search and screen for the very best talent, leaving "no stone unturned" to locate the right person for each administrative position. They foster extensive professional referral sources, utilize state-of-the-art recruitment tools (including exclusive Strategic databases and Internet resources) and maintain a global reach within a competitive marketplace. Clients receive only those resumes that match their requirements and corporate culture.

### DETAILS

- Permanent placement fees are a percentage of the candidate's first year compensation.
- Temporary hourly rates range by project, experience level and candidate expertise from \$12-\$50.
- Spending & Usage Reports are available to aid in record-keeping and budgeting.
- For more information, go to the administrative section of [www.strategicworkforce.com](http://www.strategicworkforce.com). Or contact one of our four offices: New York (212-378-0700), New Jersey (973-285-4299), Chicago (312-541-9000) or London (011-44-207-743-7120).

110 EAST 42ND STREET, SUITE 800  
NEW YORK, NEW YORK 10017  
T: 212.378.0700 F: 212.378.0780  
[WWW.STRATEGICWORKFORCE.COM](http://WWW.STRATEGICWORKFORCE.COM)



**STRATEGIC**  
WORKFORCE SOLUTIONS