



### Temporary Assignments:

These are short or long-term assignments where the candidate remains on our payroll with an expected end date. This is an excellent way to cover vacations, special projects, or use while you are conducting your permanent employee search. There is a four-hour minimum, but no other limitations. We handle all payroll and related costs.

### Temp-to-Hire:

The candidate will begin working on our payroll and be converted **at no charge** after a contract period of time, if the client chooses. This is an excellent opportunity to “try out” the candidate prior to hiring.

### Direct-Hire Placement:

When your busy day doesn't allow time for recruitment, prevent losing the perfect employee by hiring quickly! We save you time and money by advertising, recruiting, pre-screening, interviewing, reference checking and referring the applicant to you. If you decide to hire the candidate there is a placement fee based on a percentage of the annual salary.

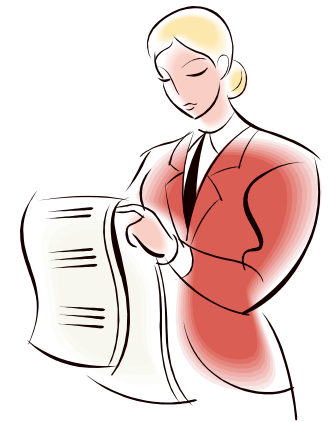
[www.attentivepersonnel.com](http://www.attentivepersonnel.com)

Equal Opportunity Employer

Attentive Personnel Staffing Services  
5 Computer Drive West  
Albany, NY 12205



**TOP NOTCH  
CANDIDATES**



**Temporary**

**Temp-to-Hire**

**Direct-Hire Placements**

***“We are a one stop  
resource for your  
recruitment needs!”***

**5 Computer Drive West**

**Albany, NY 12205**

**P. 518.438.6021**

**F. 518.438.1004**



## Top Notch Candidates

### Human Resources/Accounting

Juris Doctorate of Law and BA in Business Administration and Political Science. Experienced in areas such as Insurance-Loss, Control Safety, Worker's Compensation, Legal services, Human Resources and Financial Services. Has an extensive range of experience working for State Offices, National Firms and Local Companies. Open to Temp-Hire, Direct Hire and Contract Employment. Seeking \$56K.

### Administrative Assistant

Candidate is an experienced and skilled Administrative Assistant. In addition has experience as an Accounts Specialist and a Financial Clerk. Candidate is a versatile team player with excellent customer service and business experience. Proficient in Excel, Outlook and TLC Medical Management System. Open to Long Term Temporary, Temp-Hire, and Direct Hire opportunities. Seeking \$26K.

### Accounts Payable Clerk

Accounts payable clerk, experienced in daily postings, weekly verification reports, vendor payments and receipt of purchase orders. Strong team Player! Open to Part Time - Temp to Hire, Direct Hire or contract placement. Seeking \$12/hour.

### Secretary

AS in Administrative Assisting. Experienced Administrative Assistant, with specific skills in creating spreadsheets, travel arrangements, maintaining multi-line phones, data entry, and assisted with Accounts Payable. Open to Temp-Hire opportunities. Seeking \$27K.

### Customer Service Representative

Experienced Customer Service Representative. Candidate can adapt to a multitude of settings. Has a working knowledge of Access, Outlook, PowerPoint, Publisher, and QuickBooks. Candidate is proficient in the use of Forklifts. Open to Temp-Hire and Direct Hire opportunities. Seeking \$26K.

### Administrative Assistant

BA in Science and Biology. Experienced and knowledgeable in the following applications: Word, Excel, Access, PowerPoint and Peoplesoft. Excellent customer service and Administrative experience. Open to Temporary, Temp – Hire and Direct Hire Opportunities. Seeking \$25K.

### Medical Receptionist

Strong background in Administrative and Secretarial positions. This candidate has demonstrated the ability to multi task and complete deadline driven tasks. Working knowledge of Word, Excel, Outlook and QuickBooks. Open to Temp-hire opportunities. Seeking \$24K.

### *Attentive Personnel Staffing Services Established in 1988*

**\*\*If you wish to be removed from this mailing list, please contact us at**

For more information on any of the above candidates or others that are currently available, please contact our office at 518.438.6021.

*We look forward to working with you!*