



# Spectrum Staffing Incorporated

## Divisions at a glance

### Administrative

**Direct Hire & Temporary Administrative Areas:**

*Temporary:*

Customer Service, Data Entry, Reception, Clerical, Administrative Support, Executive Support, Telemarketer Legal support, Paralegal, and Call center

*Direct Hire:*

Admin. Support, executive support, office, Management, legal support, human Resources, customer service, marketing Support, Opportunities in Finance.

### Engineering/Technical

**Direct Hire & Contract Technical Areas:**

*Contract & Direct Hire:*

**IT-** Help Desk Technicians  
Network Engineer, Software Engineer, Recruiter, Analyst

**Non-IT** Geologist, Hydrologist, Project engineers, Project Manager, AUTOCAD specialist, GIS specialist, Engineers-civil, mechanical, electrical, environmental and computer, Field Supervisor, UST engineers, Proposal/Cost Estimator,

### Healthcare

**Direct Hire & Temporary Areas:**

*Temporary & Per Diem & Contract & Direct Hire*

Registered Nurses, RN  
Licensed Vocational/Practical Nurses, LVN/LPN  
Licensed Psychiatric Technicians, LPT  
Certified Nursing Assistants, CNA  
Registered Dental Hygienists, RDH  
Registered Dental Assistants, RDA  
Medical Assistants, MA  
Licensed Clinical Social Workers, LCSW  
Non-Licensed Social Workers,  
Director of Nursing, DON  
Licensed Physical/Occupational Therapist, LPT,OTR  
Speech Therapist, Respiratory Therapist, COTA,  
Speech Language Pathologist, SLP  
Healthcare Recruiters

### Human Resources

**Direct Hire & Contract Human Resources Areas:**

*Contract & Direct Hire:*

Vice President of HR, Director of HR, HR Managers, HR Generalists, Director of Compensation, Compensation Managers, Director of Benefits, Benefits Managers, Benefits Assistants, Technical Recruiters, Recruiters, Director of Training and Development, Trainers, Employee Relations Managers, HR Reps, HR Admins, HR Assistants.



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## **Marketing**

**Direct Hire and Contract Marketing Services Areas:**

*Temporary & Contract & Direct Hire:*

Desktop publishers, Copywriters  
Direct Marketing, Web Design, Proofreaders

## **Labor/Industrial**

**Direct Hire and Contract Service Areas:**

*Temporary & Contract & Direct Hire*

General Labor, Field Workers,  
Construction Workers, Warehouse workers,  
Hospitality, Janitorial Service, Field Supervisors,  
Loaders, Shippers, Forklift Operators, Movers

## **Accounting and Finance**

**Direct Hire & Contract Accounting & Finance Areas:**

*Temporary & Contract & Direct Hire:*

General Accounting  
Accounts Payable, Accounts Receivable  
Credit and Collections, Payroll Admin,  
Financial Analyst, Business Analyst, Credit  
Analyst, Controller, Billing, Bookkeeping,  
Staff Accountant  
General Accountant  
Tax Accountant  
Property Accountant  
CPA