

# Office/Administrative Support



To stay ahead in today's rapidly changing business environment, you need to have people with top-of-the-line skills. A key way to stay competitive is to use supplemental staffing as a strategic resource.

With recruitment and retention programs that deliver the best in office and administrative support, we offer ways to help you manage your workload, contain costs and boost performance. The support staff supplied by Lofton Staffing can help you by complementing your core staff with qualified experts for short and long term assignments, as well as regular full time positions.

"Lofton Staffing provided the right resources that helped our company select a qualified employee to assist with the Administration office."  
- Quincy V., Industrial Occupational Safety Council

Lofton can provide your organization with qualified personnel and take care of all employer obligations, including payroll functions, to minimize your involvement and maximize productivity for your office support needs in a wide range of experience, including:

- **Administrative Assistant**
- **Receptionist**
- **Data Entry Clerk**
- **File Clerk**
- **Accounting Clerk**
- **Call Center Personnel**
- **General Office**
- **AP/AR Clerk**



## **Evaluated and Tested.**

Lofton evaluates for a host of office skills and software knowledge required for success on the job. Lofton's evaluation process ensures you get office or administrative personnel with the exact skills necessary to meet your demands. Evaluations include:

- **Office Grammar and Spelling**
- **Vocabulary**
- **Office Management Skills**
- **Proofreading**
- **Office Math Skills**
- **Office Filing Skills**
- **Data Entry**
- **Typing**

Software evaluations could include:

- **MS Word**
- **MS Excel**
- **MS Access**
- **MS PowerPoint**
- **MS Publisher**
- **Lotus Notes**
- **Adobe Photoshop**
- **Adobe FrontPage**
- **Web Design Fundamentals**
- **HTML**

***Best of Staffing Diamond Award  
2017 • 2016 • 2015 • 2014 • 2013***

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