

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, **Lofton Staffing Services** 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.

"We hired the last person that Lofton recommended and couldn't be happier! Thank You!"
~ Denise, Showroom Division Manager

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:

- Accounting Clerk
- Administrative Assistant
- AP/AR
- Bookkeeping
- Call Center Personnel
- Collections
- CSR
- Data Entry Clerk
- File Clerk
- General Office
- Legal Assistant
- Paralegal
- Receptionist
- Researcher

EVALUATED AND TESTED

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

AWARD WINNING SERVICE



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Visit us online @ www.loftonstaffing.com