

Hire Choice

STAFFING SERVICES

Temporary Job Order Form

Today's Date: _____

Name of Company: _____

Contact Name: _____ **Email Address:** _____

Address: _____

Phone: _____ **Fax:** _____

Position: _____ **Start Date** _____ **End Date** _____

Temporary, Temp to Direct Hire **Hours:** _____
Or Direct Hire

Dress Code: *Business Casual* *Business* **Other:** _____

Specifications:

Word Excel Power Point Quick Books Access Outlook

Accounting Clerk Accountant Administrative Assistant 5+ yrs.

Billing Specialist Billing Manager Clerical/File

Customer Service Jr. Secretary Legal Secretary

Mail Room/Light Industrial Marketing/Sales Paralegal

Reception (with pc skills) Reception/Switchboard (no pc skills) Telemarketer

Other: _____

Resumes to be sent: *Yes or No* **Preference:** *Email or Fax*

Confidential: *Yes or No* **Interviews:** *Yes or No*

Interview Dates/Times: _____