

# Greysmith.

## Your *Worry Free* Staffing Partner.

### Services We Provide:

- Contract Placements
- Contract-to-Hire Placements
- Direct Hire Placements
- In-person candidate evaluation
- Criminal background check
- Drug screening
- Skill assessment
- Proficiency screening
- Drivers license verification

### Here are just some of the positions we typically hire for:

#### ACCOUNTING & FINANCE

- Accountant
- Financial Analyst
- AP/AR
- Payroll
- Audit
- Accounting Clerk
- Bookkeeper



#### OFFICE ADMINISTRATION

- Admin. Assistant
- Executive Admin.
- Receptionist
- Marketing Coordinator
- HR Administration
- Data Entry Clerk



#### HEALTH ADMINISTRATION

- Patient Service Rep.
- Medical Receptionist
- Medical Credentialing
- Medical Biller
- Medical Coder
- Medical Scheduler



#### SUPPLY CHAIN MANAGEMENT

- Logistics Analyst
- Purchasing Coordinator
- Regulatory & Compliance
- Buyer/Planner
- Project Coordinator



#### CUSTOMER SERVICE / CALL CENTER

- Account Coordinator
- Customer Service Rep.
- Help Desk
- Call Center
- Inside Sales
- Order Processor



#### LEGAL

- Intake Specialist
- Title Examiner
- Administration
- Contract review
- Attorney
- Paralegal
- Legal Assistant



### The Greysmith Guarantee:



We stand behind our talent and back each contract candidate or direct hire employee with a satisfaction guarantee. Each contract and contract-to hire employee is **unconditionally guaranteed for 3 Days!**

Notify us if you are not completely satisfied by the end of the 3<sup>rd</sup> day of assignment and we will replace the individual immediately with no charge for the unsatisfactory placement.