



Stephens Little Inc. Newsletter

Permanent Search and Contract Services in Accounting/Finance, IT, and Administrative/Clerical.

July 13, 2007

“Relationship is the Key”

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Behavioral Interviewing

At the end of our article titled “Influence of the Interviewer” we mentioned that many companies adhere to a structured method like behavioral interviewing.

Behavioral interviewing is based on the principle that past behaviour tends to be the most accurate predictor of future performance. This method is recognized as one of the most integral parts of the total screening process. This part of the process is said to significantly improve hiring outcomes because you are studying only the competencies related to success in the position. This process is strengthened by the fact that you are creating a structured set of interview questions that the interviewer should not stray from.

A finding from an American Psychological Association study reinforces the fact that the best way to predict future job performance is by using structured behavioral interviewing methods. A candidate will be asked to demonstrate his or her knowledge, skills and abilities by sharing real workplace experiences.

Dennis Little
President and CEO

New Positions for the Week

Director - Planning and Analysis
Senior Accountant

Executive Assistant
Human Resources Administrator



New Positions

Director – Planning and Analysis – Mid Cities – to \$100K + bonus – New position with growing services company. Reports to CFO. Responsible for the budgeting process, aspects of internal reporting, establish metrics – working capital requirements etc. Work with regions on performance. Interact with COO. Requires 8-10 yrs financial analysis and planning; construction or manufacturing industry a plus. **MBA. 102**

Senior Accountant – Irving – \$65K to \$76K – OIL & GAS – Will prepare monthly financial schedules, account reconciliations, bank reconciliations, audit schedules, and journal entries and assist with G&A Budgets. Must have Bachelor's degree in Accounting. CPA or candidate is a plus. A minimum of 6 – 8 years of general accounting experience is required; Oil & Gas accounting experience is preferred. Candidate must be proficient in the Microsoft. Experience with Hyperion is a plus. **116**

Executive Assistant - \$55K to \$60K – Support top Partner of this international organization. Lots of variety and interface with C-level executives world-wide. While acting as liaison between clients and Partner, will have a heavy work load of production type work to effectively support client needs. Requires advanced level MS Office skills, a high degree of professionalism, effective communication skills, and the ability to juggle a fast paced, ever changing work load. Incredible benefit package (one of the best in the city), team oriented environment and free lunch on Friday! **109**

Human Resources Administrator - \$31K – Consult and assist hiring managers with all hiring needs which includes facilitating the recruiting of all exempt and non-exempt personnel in a multi-state area. Maintain all candidate flow and reporting. Lots of variety and the opportunity to get fully involved in Human Resource and recruiting functions. Requires excellent communication skills, ability to juggle several things at one time, and ability to maintain excellent documentation. Excellent benefits and career opportunity. **109**

Accounting/Finance Group

Permanent Search

Range of Positions (7) – Dallas – Salary Range to \$175K DOE + Bonuses – Opportunity for a work/life balance with this organization. Oversee audits of financial statements, undertake inspections relating to audits of publicly traded companies, and provide detailed industry research. Requirements range from 6-15 years public accounting exp. (Big 4 or 2nd tier). Experience must include audits of publicly held companies. Some travel. **102**

Senior Mid Level Analyst – New York - \$\$\$\$ - Exciting opportunity exists with major **Private Equity Firm**. This position will bring strong corporate leadership exp. Direct highly detailed analysis for company operations client portfolios: Analyze and assess the risk of position and impact on the overall portfolio and recommend strategies. Understand and present portfolio performance and operating plans. Requires 10-12 years in a corporate operations role. Controller and Big 4 experience a plus. Ability to promote to CFO of a portfolio company. Relocation to NY not necessary – commute to locations. **102**

Lead Analyst – New York - \$\$\$ - Exciting opportunity exists with major **Private Equity Firm**. Responsible for conducting and directing highly detailed analysis for private equity operations client Portfolios. Present analytical information to CEOs and CFOs in consultative analytical role. Direct analysis for large portfolios (companies). Working partner with client operations. Requires 4-7 yrs strong financial analysis exp. with large company. MBA or CPA a plus. Relocation to NY not necessary – commute to locations. **102**

Corporate Controller – Dallas - \$135K to \$140K – Company roll up creates new position within new structure. Responsible for accounting for 6 subsidiary companies, group consolidations, systems implementation, project management, policies and procedures, conduct due diligence for acquisitions. Requires 10-15 years accounting management, encompassing consolidations, Sarbanes work, etc. Some public, CPA preferred. **102**

Director of Finance – Ft. Worth - \$110K to \$130K – Growing software engineering division of Int'l company. Supervise 12-15, provide direction on accounting and contract accounting issues, revenue recognition, financial analysis of income statement and B/S components, preparation and review of budgets, forecasts; Requires 10-15 years exp., 5 yrs supervisory, CPA and contract accounting exp. preferred. **102**

Assistant Controller – Mid Cities - \$110K + Bonus – Industry leader with operations U.S. wide. Supervise 6 financial analysts, responsible for the month end financial statement preparation process, supervise detailed financial statement analysis including trend and budget variances and assist in establishing and maintaining systems controls. Process Improvement Initiative. Requires CPA, 8-10 years exp. Some public accounting preferred. At least 4 years management exp. **102**

Senior Tax Manager – Dallas - \$100K to \$110K – Fortune 500 Company. Work closely with VP Federal Tax and customers to research and resolve problems. Overseas tax provision process, applying principles of FAS 109 and FIN 48. Review the work of staff. Advise upper management on issues related to tax compliance, tax regulations or tax planning initiatives. Requires 7+ years of solid tax experience, FAS 109, CPA or Masters required. **102**

Director – Finance & OSMR Valuations – Dallas - \$100K+ plus Bonus – Management level position with subsidiary of major financial services company. Position encompasses financial planning & analysis, monthly reporting, audit management, maintaining OSMR valuation for company's existing mortgage portfolio. Requires 7+ years financial acct. with planning & analysis exp. Prefer Mortgage Loan Servicing or Real Estate exp. **102**

Manager – Internal Audit – Dallas – to \$100K – Major medical facility has new position. Manage the Internal Audit function within the Compliance and Internal Audit Department. Supervise internal audit staff and review work. Perform internal audits and specials projects as required. Requires 10 yrs exp. In accounting or auditing, preferably health care, with at least 3 yrs as Internal Audit Manager or Audit Manger in public audit. **102**

Group Lead – Financial Reporting and Accounting – Dallas – to \$100K – Due to move of Regional Headquarters to Dallas. Major E&P company has new opening. Supervise 3, lead financial reporting function, prepare consolidated budgets, performance reports and operating results. Work with external auditors, prepare benchmarking and variance analysis. Requires 5+ years E&P experience including 1-2 yrs supervisory – SOX, 3D reporting tool exp. (Hyperion etc.). **102**

Manager – External Reporting/Retirement Benefit Plan – Dallas - \$95K to \$100K – Financial Statement prep., MD&A and footnotes, assist in preparing SEC filings, consult on pension and post retirement benefit issues, co-ordinate on global pension plan actuarial results for 30+ plans. Requires 8 years exp. either in Big 4 or Manager level with SEC exp. and a min. of 2 years Pension Benefit accounting. **102**

Accounting Manager – Dallas – to \$95K + Bonus + sign on Bonus – Full Relocation Package. Diversified Medical Products manufacturing company has position within one of their divisions. Manage team of accountants and analysts, consolidations, report on key financial performances, forecasting, develop and tracking of annual budgets. Key role in Oracle 11i implementation. Requires 5-8 years solid accounting experience, 1 to 2 yrs management exp. Proficient in Hyperion, Oracle preferred. CPA a plus. **102**

Audit Manager (2 Positions) – Dallas - \$80K to \$100K - 5+ years of recent public accounting experience (would consider less for experience with hedge funds and/or other financial services clients such as O&G). Experience with hedge funds or other financial services clients desired. Bachelors degree in Accounting (advanced degrees are a plus), CPA license required. Experience managing audit engagements and supervising staff. Excellent communication skills. Ability to manage multiple engagements. Culture is young, driven, and technical. **103**

Tax Manager/ FAS 109 – Dallas - \$90K++ – Is your career hitting a glass ceiling? This well known national company is offering an incredible opportunity for the right candidate. We are looking for a smart, ambitious, career minded individual with at least 5-7 years experience with FAS 109 reporting and Federal/State compliance/research. CPA or LLM designation is required. **104**

Senior FAS 109 Analyst – Irving - \$75K to \$95K – Is your career hitting a glass ceiling? This well known national company is offering an incredible opportunity for the right candidate. We are looking for a smart, ambitious, career minded individual with at least 5-7 years experience with FAS 109 reporting and Federal/State compliance/research. CPA or CPA eligible candidates only please. **104**

Internal Auditor - Dallas - \$65K to \$95K DOE - Major Corporation with subsidiary companies in the US and Europe is looking for several audit professionals to conduct financial, operational and compliance audits for all segments. Audit work includes the evaluation and determination of all internal controls meets the latest requirements of Sarbanes Oxley. Requires 3-7 years experience, CPA or CIA certification preferred. **104**

Senior Partnership Accountant – Las Colinas - Salary DOE – A leading medical supplies and services company is seeking a partnership or joint venture accountant. Degree in accounting required CPA and SAP experience a plus. **106**

Manager – Reporting and Treasury – Dallas – to \$90K – Growing North Dallas company. Prepare quarterly and annual SEC filings, review and analyze board reports, research technical accounting issues, manage daily cash and coordinate banking needs. Requires 4 yrs Big 4 and 5 yrs industry including SEC experience. **102**

Tax Accounting Manager – Dallas - \$80K to \$90K – Growth oriented Fortune 500 Company – Responsible for FAS 109 (Accounting for Income Taxes) including preparation of schedules for upper management. Coordinates with Corporate Acct. regarding information required for publicly issued statements. Review and maintain tax related general ledger accounts. Requires 5+ years GAAP accounting exp. CPA preferred, knowledge of FAS 109 a plus. **102**

Plant Controller – Muskogee, Oklahoma - \$80K to \$85K - Excellent opportunity with multi billion dollar manufacturing company looking an experience professional to manage budgets, forecast, audits and strategic planning for the plant. Requirements are 8-10 years accounting experience in a manufacturing environment in a management role. BA in Accounting is mandatory, MBA or CPA is highly desirable. **104**

Manager of Internal Control and Audit – Dallas - \$75K to \$85K – International Manufacturing Company. This person will direct internal and external audit activities and ensure SOX compliance. Will include updating process documentation, SOX testing and directing physical inventories. Monthly close and account reconciliations are included. Experience with inventory, WIP and job costing preferred. Degree in Accounting or Finance required, CPA or MBA preferred. Minimum of 3 years supervisory skills. **105**

Senior Accountant – Mid-Cities – to \$85K – Responsible for regional accounting including monthly financials, financial statement analysis, trend and budget variances, general ledger analysis. Requires 2-3 years public and 2-3 years industry, CPA preferred. **102**

Contracts Specialist – Dallas - \$\$\$ D.O.E. \$\$\$ – Excellent growth opportunity to expand your career with a well known Government Defense Contractor looking for a professional contract specialist experiences with preparing, administrating and negotiating various US and International government contracts. Experience with FAR, DFAR and FPP is required. Bachelors Degree is mandatory as well as 5-10 years experience with contracts. **104**

Senior Financial Analyst – Dallas - \$80K - International Manufacturing Company. Provide analytics, reporting and accounting analysis for Global Basic Business Unit. Variance analysis, assist with Legal Entity forecast and communicate Business Line results to corporate management. Requires 5 yrs exp, MBA, financial acct., reporting and analysis exp. with large company. **102**

Multiple Tax Positions – Las Colinas – \$45K to \$100K - A Fortune 500 company in the Irving/Las Colinas area is seeking a Tax Staff Accountant, Tax Sr. and Tax Manager. All positions require a degree in accounting. The Sr. and Managers positions prefer CPA with a Masters in Taxation. **106**

Tax Accountant, Senior Tax Accountant, Tax Manager – MARKET – North Dallas CPA firm would like to add a CPA to their team who can produce fast and accurate corporate tax returns. Salary depends on experience and is based on a 37.5 hour work week. Paid overtime for all hours worked over 40. Excellent benefits include company paid medical insurance. Position requires CPA and recent public accounting experience. **116**

Internal Auditor – Dallas – DOE - Dallas Oil and Gas Company is seeking an internal auditor with a minimum of two years experience. **106**

Senior Accounting Analyst – Denton - \$65K to \$75K – Is your career hitting a glass ceiling? This well known national company is offering a direct path to eventual management for the right candidate. We are looking for a smart, ambitious, career minded individual who wants to progress within a company structure. CPA or CPA eligible candidates with a background in financial analysis and manufacturing accounting should take a look at this great opportunity. 4-7 years experience in the following areas would also be helpful: Cost accounting, inventory controls, financial analysis, P&L analysis, and Sarbanes Oxley. **104**

Sales and Use Tax Accountant – Dallas - \$55K to \$75K – Tremendous opportunity for a midlevel sales and use tax professional. This national public company is looking for a tax professional to assist with compliance and returns for state, local sales and use tax. Experience balancing inventory to tax dollars is highly preferred as is any previous experience with excise tax. 3-5 years experience is required along with a bachelor's degree. **104**

Financial Analyst – Dallas - \$60K to \$70K - Support financial and portfolio benchmarking models. Collect hotel property and market due diligence for brokers/potential buyers. Assist the asset management team through analysis and presentation of ROI/Value Add opportunities. Provide financial and strategic planning reports for senior management. Compose monthly, quarterly and annual lender reporting packages. Bachelor's degree in Accounting/Finance. Requires 2-4 years of financial analysis and modeling in the hospitality industry. **103**

Senior Financial Analyst – Dallas - \$60K to \$70K – Assist Accounting Manager with global reporting function of Oracle Financial General Ledger. Maintain structure and consistency of GL segments and global charts of accounts. CPA or CPA candidate with 5+ years of experience. **104**

Senior Accountant – Dallas - \$55K to \$68K DOE – Great opportunity to join a rapidly growing national company with potential management advancement. Assist Manager of Consolidation with the preparation of internal corporate reporting and consolidated financial statements. Facilitate reconciliation of inter-company balances. CPA or CPA candidate with 3-5 years of experience. **104**

Internal Reporting Analyst – Dallas - \$60K to \$65K - Generate daily, weekly, and monthly reports that provide variance analyses and information. Bachelor's degree in Accounting, Finance or related field. Minimum 2 years of experience in corporate accounting / finance. Experience with data analysis and reporting using Cognos is required. Working knowledge of GAAP. **103**

Senior Accountant – Denton - \$55K to \$65K – Position with Texas operations of US Manufacturing Company. Month end closing, SOX testing, financial reporting and analysis, maintain integrity of JDE system. Requires 3-5 years exp. Acct. or Finance degree, JDE exp. a plus. Opportunity to grow. **102**

Senior Auditor – North Dallas - \$55K to \$65K – Excellent opportunity with a stable dynamic CPA firm with great benefits and a business casual work environment. Requires at least 3 years recent public accounting experience with CPA or parts passed. Job description includes planning, supervising and controlling audit engagements. Also includes preparing financial statements and audit reports. Requires strong analytical skills and a desire to excel in your career. **105**

Senior Accountant – Dallas - \$62K + 20% Bonus – New position with subsidiary of major financial services company. Supervise three, prepare month end financial reports, portfolios, G/L reconciliation, monitor bank activity. Req. 3+ years financial acct. exp, accounting degree with 30 hours, real estate or commercial mortgage exp. a plus. **102**

Senior Payroll – Irving - \$55K to \$60K - Excellent opportunity with multi billion dollar manufacturing/distribution company looking for an experienced professional with 3-5 years experience in a high volume payroll environment. Experience with Oracle or Discoverer is required. Bachelor's degree in accounting or advanced payroll certifications required. **104**

Fixed Asset/GL Accountant – Dallas - \$55K to \$60K - Compose general ledger account reconciliations. Support fixed asset FAS sys. by asset for GAAP and tax purposes. Bachelor's degree in Finance or Accounting. 3+ years of experience in progressive accounting including fixed asset and general ledger. Advanced Best Software FAS experience in a corporate, publicly held public accounting firm or tax department required. Intermediate level of expertise in Microsoft Excel and Word. Microsoft Access, Real Estate fixed asset experience, and payroll experience a plus. **103**

Treasury Analyst – Dallas - \$50K to \$60K - Assist in reconciling the general ledger to various supporting cash schedules. Accomplish daily cash transactions (as needed). Help to drive enterprise value through cash concentration and liquidity management. Fulfill journal entries as needed. Review bank fee analysis statements and identify savings opportunities. Support debt covenant and lender reporting. Maintain both interest revenue and interest expense schedules and forecasts. Handle deferred loan cost schedules and make monthly amortization journal entries. 3-5 years of treasury or cash management experience. Proficiency in Word and Excel - Access software a plus. A strong aptitude to present new concepts for cash efficiency and process improvement will be found in the ideal applicant. Bachelor's degree preferred. **103**

Audit Senior – Dallas - \$50K to \$60K- Public Accounting Firm - Must have 3-4 years of busy season experience. Almost all of the travel is in the DFW area. Company offers great work environment and 4 day work weeks when not in busy season. **116**

Staff Accountant – Irving - \$50K to \$55K – Great opportunity with a nationally known manufacturing company. This position will be responsible for review and posting of journal entries to the G/L, review and analyze expenses, maintain fixed assets and review cost standards for purchased and manufactured products. An accounting degree is required along with 3-5 years experience in a manufacturing environment. **104**

Financial Analyst – Las Colinas - \$48K to \$55K - This person will support the Planning and Analysis group and must have ABOVE average computer skills in Excel, Access, and Powerpoint. In addition Essbase and SQL experience is preferred. Responsible for ad-hoc reporting for management. Will be involved in preparing customer profitability reports. Assist in analysis, annual budgets and mid year forecast updates. Must be able to function in fast paced team environment. Bachelor's degree required. **105**

Senior Accountant – Mineral Wells - \$40K to \$50K – Degree in Accounting or Finance and a minimum of 3 years experience with expertise in financial transactions, closings, and reporting. Major responsibilities will include ensuring the accuracy of the general ledger, managing the month-end close and reporting process, inventory control, cash management, ad-hoc reporting and coordinating activities with the operating branches. The successful candidate will report to the Corporate Controller, will interface with employees at all levels within the organization and must be adept with computerized accounting systems and spreadsheet applications. Oracle a plus. **103**

Staff Payroll – Irving - \$40K to \$45K - Excellent opportunity with multi billion dollar manufacturing/distribution company looking for an experienced professional with 1-3 years experience in a high volume payroll environment. Experience with Oracle or Discoverer is required. **104**

A/R Associate – Dallas - \$30K to \$35K - Maintain daily lockbox receipts. Review and assign live checks for daily deposits to applicable lockbox via overnight mailing. Adjustments for reallocation of payment and/or invoices. Analyze department reports and agency statements for refunds and initiate applicable refund requests. Respond to telephone, fax and in-person inquiries about payments and/or refunds. Maintain agency statements on a monthly basis including, but not limited to, research and analysis for any return premiums or over-pays. May assist in training, answer questions and provide assistance to less experienced A/R personnel. Minimum 3 years job-related experience and a working knowledge of accounting concepts. **103**

Agency Accountant - Dallas - \$30K to \$32K - Excellent opportunity with a growing insurance company. Responsibilities include but not limited to, verifying and handling documents, processing payments, collections, and other administrative duties. Basic understanding and application of concepts, practices and procedures related to area of work, typically acquired through an Associate's degree or equivalent and 1-2 years of job-related experience. **104**

Agency Accounting Junior Associate – Dallas - \$29K to \$31K - Assist the Agency Accounting department and/or assigned associate in daily duties including, but not limited to, verifying and handling documents, processing payments, collections, and other administrative duties. Basic understanding and application of concepts, practices and procedures related to area of work, typically acquired through an Associate's degree or equivalent and 1-2 years of job-related experience. **103**

Contract/Temporary Positions

Temp to Perm - Staff Accountant – Irving - \$32K to \$35K –. Excellent growth opportunity to expand your career with a great company. We are seeking a payroll coordinator to help oversee the paychecks and direct deposit program. Min Req. 2 years experience with federal state and local authorities, such as W-2s. Ceridian software experience is required. **104**

Temp to Perm – Collector – North Dallas – Requires min. 3 years recent commercial collections experience. Requires Excel skills, stable work history and person must be a self starter who does not require a lot of supervision. Hrly rate \$17. Immediate need. **105**

Temp to Perm - Accounts Payable – Farmers Branch – \$13.00 to \$15.00/per hour - Review and posting of accounts payable invoices in Oracle 11i for a large international company with excellent benefits. **106**

Temp to Perm – Consumer Collections – Las Colinas – Ideal candidate will have 2 years of consumer collections experience. Third Party collections, auto collections or bi-lingual is a plus. \$11.50 to \$12.00 per hr. plus a great commission plan! **106**

Temp to Perm - Data Entry Clerk (2) – Farmers Branch – Temp to Hire - 12.00/12.50 per hour - A large, dynamic Farmers Branch company is looking for excellent data entry clerks for their Credit and Collections department. Candidate must have excellent data entry speed and accuracy. **106**

Senior FAS 109 – 3 Month Contract Position - Irving - \$35 to \$40/per HR - Excellent opportunity with a large manufacturing and distribution company who is looking for a temporary assistance with FAS 109 research and preparations. Other duties may include some general ledger work as well as assisting with preparation of financial statements. Min Req: 1-2 years exposure to FAS 109. **104**

Contract - A/P Clerks (3) – Farmers Branch – Part time - long term contract (evenings 6:00-10:00 PM) 12.00-15.00 per hour - Large international company is seeking part-time evening help in their A/P department to process A/P in Oracle 11i. A/P experience is mandatory. **106**

Contract - AR/Reconciliation Project (2) – Farmers Branch – Contract -16.00-18.00 per hour - Large international company is seeking two individuals to help with an AR reconciliation project. Must have strong Excel, Access and reconciliation skills. **106**

Information Technology/Project Management/Other Positions

IT Manager, Networks – Irving – to \$125K – Leading chemical manufacturer has immediate opening. Responsible for strategic IT project implementation. Duties include: accessing business projects to determine required IT resources required for completion, pulling together teams from various IT organizations, and managing staff. Requires: MBA, Consulting and Industry background, technical infrastructure knowledge, and minimum 15 yrs IT experience. **107**

Embedded SW Developer – Plano – to \$90K – Leading wireless product company has multiple openings. Responsible for GSM/GPRS/EGPRS development. Duties include: troubleshooting, analysis, problem solving, design and coding of fixes and new features onto existing platforms. Requires: embedded code design in real time environment, C and C++ coding, knowledge of wireless communication systems with emphasis on GSM/GPRS/EDGE protocols. **107**

Software Quality Assurance II – Dallas - \$61K to \$80K – Responsible for design, publishing and implementation of software assurance test plans for unit testing, integration testing, and regression testing. Develop software quality assurance standards and define/track quality assurance metrics like defect densities and open defect accounts. Must have 4-6 years of quality assurance experience. **116**

Network Administrator – Dallas - \$61K to \$80K – Ensure the stable operation of the in-house computer network including planning, developing, installing, configuring, maintaining, and supporting all network hardware, software and communication links. Must have 3+ years of network administration experience. **116**

Reporting Data Analyst II – Plano - \$50K - Experience with and understanding of Relational Database concepts. Report Writing experience using at least 1 of these: SQL, Crystal Reports 8.5 or later, Microsoft Access. Visual Basic, ASP.NET, HTML programming a plus. 2-5 years of report writing experience and a bachelor's degree. **103**

Programmer Analyst – Dallas – DOE – Position will review, analyze and modify programming systems including encoding, testing, debugging and installing to support the organization's client/server software applications. C++, Oracle SQL, Microsoft NET C sharp, Visio, Crystal Reports. Must have at least 4 years of programming experience within a corporate environment. Must have a degree in MIS or Computer Science. **116**

Help Desk Support – Dallas - \$34K to \$44K – Position will respond to support line inquiries and diagnose, resolve and track problems encountered by users. Assist with hardware and software installations and moving of user workstations and printers. **116**

Administrative/Clerical Division

Permanent Search

Executive Assistant - \$45K to \$60K – Support top executives with a variety of business and personal work where no two days will be the same. Requires MS Office skills, the ability to organize and prioritize work, and superior interpersonal skills. Super work environment. **109**

Legal Secretaries - \$50K to \$55K – International Law Firm has multiple openings for dynamic Legal Secretaries supporting Senior Partners. Positions require advanced MS Office skills and familiarity with Corporate Law. Must enjoy a fast paced environment with the ability to take initiative in handling a wide variety of duties and responsibilities. Excellent perks and benefits – recognized as one of the top legal firms in Dallas! **110**

Executive Assistant - \$45K to \$55K – Support senior management with day to day responsibilities including both business and personal work. Any experience in facilities management would be a huge plus. Requires MS Office skills and the ability to stay on top of schedules and work load. Fabulous benefit package! **114**

Field Recruiter - \$45K to \$49K – Responsible for all recruiting responsibilities for a specific multi-state region. Heavy interface with hiring managers to facilitate effective recruiting/hire initiatives to support the needs of the various field offices. Will handle all post-employment issues as well. Requires several years of experience in Human Resources, preferably in a multi-state environment. Great career opportunity and fabulous benefits! **109**

Executive Assistant - \$35K to \$45K – Support Vice President of this rapidly growing real estate firm. Requires strong MS Office skills and the ability to organize and prioritize work flow. Great ground floor opportunity, good benefits, and northern suburban location! **110**

Development Assistant - \$40K to \$42K – Opportunity to serve as a liaison between client and company. Lots of variety in this exciting, fast paced administrative opportunity. Requires strong MS Office skills and the ability to effectively maintain data bases. Must have some college with a degree strongly preferred. Will have an opportunity for business travel several times a year and your own office! **114**

Administrative Assistant - \$38K to \$42K - Nationally recognized real estate firm is seeking top notch administrative talent experienced in supporting brokerage teams. Position requires strong MS Office skills and the ability to multi-task in a fast paced environment. Excellent benefits. **109**

Assistant Property Manager - \$35K to \$42K - Right hand to Property Manager of a large multi-structure commercial property. Will handle tenant relations and accounting responsibilities regarding this specific property. Must have previous experience working in and around property management. Requires Word, Excel, and some type of accounting software – Timberline a plus. Excellent benefits and perks. **109**

Medical Billing & Administrative Assistant - \$40K – Variety of duties handling the support role in a medical office as well as billing clients. Must have prior experience in a medical offices and knowledgeable with medical terminology and claims coding. Great opportunity! **114**

Administrative Assistant - \$35K to \$37K – Support a team of professionals handling administrative duties as well as dealing with loan packages and loan processing. Requires previous commercial real estate experience, strong technical skills and the ability to juggle several things at one time. Quarterly bonus program! **109**

Client Services Coordinator - \$35K – Exciting opportunity with a growing advertising firm handling a variety of duties and responsibilities. Heavy amount of interface with clients and internal personnel in order to carry out job specifications on a number of printing projects. Will have opportunities for overnight travel to work hand in hand with customers. Requires proficiency in MS Office Suites and the ability to maintain deadlines to achieve desired end results. Any previous experience working in the printing industry would be a huge plus. Great benefits and fun, up-beat work environment. **110**

Inside Sales/Customer Service - \$30K to \$33K – Exciting, fun environment supporting customers and sales reps. Responsible for order management from entry to successful delivery of product. Requires strong Word, Excel, and Outlook skills plus the ability to effectively track and follow up on product deliveries. Great benefits and growth opportunities. **109**

Customer Service Representative – 2 Positions Open - \$29K to \$33K – Rapidly growing technical firm is seeking a Customer Service Rep to process orders from entry to final delivery. Requires Word and Excel skills and the ability to work in a fast paced, upbeat environment. Excellent benefits and perks too numerous to mention. **109**

Human Resources Administrator - \$31K – Assist Human Resources with all administrative support functions for the department. Will also coordinate all pre-employment and unemployment responsibilities. Great opportunity to break into Human Resources! **109**

Receptionist/Administrative Assistant - \$30K to \$31K – Excellent opportunity to gain expertise in the commercial property management industry. Support leasing and management personnel while having heavy interface with tenants and clients. Requires MS Office skills and the ability to multitask in a small, yet busy office. Great benefits and growth potential. **109**

Contract/Temporary

Human Resources/Workers Comp Assistant – Temporary - \$20/hr. Assist with a variety of Human Resources duties and responsibilities including workers comp and personnel leave situations. Lots of variety requiring effective communication skills and attention to detail. **109**

Temp – Long Term – Multiple Call Center/Customer Service Support Positions - North Dallas Area – Great opportunity for someone with 2-3 years in call center. Processing incoming calls; evaluates customer needs; researches and resolves complaints and problems related to customer service, shipping, billing and order status. Strong communication skills are a must. Intermediate computer skills. Pay is \$12.00 per hr. **114**