



# PRIDESTAFF<sup>®</sup>

INNOVATIVE WORKFORCE SOLUTIONS

OFFICE & ADMINISTRATIVE SUPPORT



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## LOCAL SERVICE. NATIONAL RESOURCES.

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PrideStaff provides the personal touch, dedication, and response time of a locally-owned business with the strength and resources of a national corporation.

## WE UNDERSTAND YOUR CHALLENGES.

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Vacations. Medical leaves. Holidays. Busy seasons. Special projects. We understand the challenges your business faces – and we have designed our Office and Administrative Staffing service process to help you overcome obstacles quickly, efficiently, and affordably.

## WE ARE INVOLVED IN THE COMMUNITY.

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We work here. We live here. And we are committed to the people and organizations we serve.



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# DEPENDABLE. FOCUSED. TALENTED.

THE SUPPORT YOU NEED TO GET MORE DONE.

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At PrideStaff, our Office and Administrative Division provides exceptionally well-qualified office and administrative support to help you get more done.

When you're left short-staffed, need specialized support for key projects, or simply want to offload the administrative tasks that keep your staff from their true priorities, PrideStaff can help.

As a strategic workforce partner, we will help you access experienced support staff to increase your flexibility, drive productivity, and limit burnout.



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# OFFICE AND ADMINISTRATIVE WORKFORCE SOLUTIONS

## CHALLENGE

Finding qualified fill-ins for absence

## SOLUTION

Whether filling in for vacations, medical leaves or unexpected absences, PrideStaff offers on-demand access to top-notch office support personnel for as long as needed.

## CHALLENGE

Managing turnover

## SOLUTION

PrideStaff's office support can provide relief to reduce the stress on your full-time staff. And when turnover happens, our temporary staff will step in to ensure things run smoothly until a replacement can be found.

## CHALLENGE

Increasing productivity

## SOLUTION

PrideStaff can offer dependable office support to handle lower level administrative duties – leaving your staff more time to focus on their most critical job duties.

## CHALLENGE

Special project support

## SOLUTION

PrideStaff's experienced administrative professionals can deliver on-demand support for your short-term and long-term projects. From highly specialized skill sets to data entry, we can offer support to ensure projects are completed on time and on budget.



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## PEOPLE WE PROVIDE

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- Accounts Payable
- Accounts Receivable
- Administrative Assistants
- Call Center Specialists
- Customer Service Representatives
- Data Entry
- Executive Assistants
- File Clerks
- General Office
- Human Resource Professionals
- Medical Office Support
- Office Managers
- Receptionists
- Secretaries

**INNOVATIVE  
WORKFORCE  
SOLUTIONS**

TEMPORARY • TEMP-TO-HIRE • DIRECTHIRE

**PRIDESTAFF®**



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# PRIDESTAFF®

## OUR MISSION:

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Consistently provide client experiences focused on what they value most.

[www.pridestaff.com](http://www.pridestaff.com)

