

Dear Candidate,

Not every HB Staffing open position – temporary, temp-to-hire, or direct hire – is advertised because we fill them very quickly!

However, we receive many positions weekly so apply anyway to be considered!

We fill all types of OC administrative / office positions - including medical - in companies and organizations and many positions that don't fit an "office only" category such as warehousing, production or light assembly, sales, resort work, etc.

Updated April, 2010

HB Staffing continuously hires candidates who fit the general job description below:

Office Assistant/Receptionist – Answering incoming phone lines, general clerical duties, and must be computer literate.

Compensation: \$11-\$14/hr DOE, Benefits
Orange County, CA

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During this challenging soft economy we continue to fill positions very quickly including:

- Light Warehouse
- Weekend Cashiering
- Bookkeeper
- Data Entry
- Special Events – Parking Attendants, Registration Clerks

Current Temp-To-Hire Positions:

- Commercial Property Manager – Min 5 Years of Experience in Property Mgt. Degree Required.
- Accounts Payable Professional – 3 years in A/P

Current Direct Hire Positions:

No Current Direct Hire Positions

Temporary Positions:

No Current Temporary Positions

