

# Skill Classifications

*Placing Local People  
In Local Businesses!*

## **OFFICE – CLERICAL - ADMINISTRATION**

Accounting  
Administrative Support  
Billing  
Bookkeeping  
Call Center  
Credit/Collections  
Customer Service  
Data Entry/Filing  
Graphics Design  
Office Management  
Personnel/HR Support  
Reception/Phones  
Sales Support



## **SPECIAL EVENTS**

Hospitality Help/Concierge/Information Desk  
Conference Exhibitor Registration  
Trade Show Booth Representatives

## **LIGHT INDUSTRIAL**

Packing  
Shipping & Receiving  
Assembly



2120 Main Street, Suite 260  
Huntington Beach, CA 92648

Phone: 714-960-2800 Fax: 714-960-6563  
Website: [www.hbstaffing.com](http://www.hbstaffing.com)

**Specializing in the placement of  
CLERICAL OFFICE,  
LIGHT INDUSTRIAL  
AND SPECIAL EVENTS PERSONNEL**

# We recruit and place Five Star Local People in Five Star Local Businesses!

**Cathy Vee (owner) has more than three decades of staffing experience.** Together with Jonathan Paul, General Manager, they are proud residents of the Huntington Beach Community combining over 50 years of experience in staffing and human resources.



## HB STAFFING SERVICES

- **TEMPORARY HELP:** Need help on a temporary basis?

HB STAFFING provides temporary help and covers ALL the payroll taxes/administration, workers' compensation & unemployment.

- **TEMP-TO-HIRE:** Need a full-time staffing solution, but want to try before you buy?

The just right candidate is sent to you to try on our payroll for 520 hours before becoming your employee.

- **DIRECT HIRE:** Need a "permanent" staffing solution?

We recruit & maintain a large selection of committed business professional primarily from the Huntington Beach, Westminster, Cypress, Fountain Valley and Newport Beach areas.

Ask about our *customer satisfaction* guarantee!

## HB STAFFING ADVANTAGES

As recruiting experts, we identify, recruit and place local 5-Star Candidates; administer their payroll, personnel records and garnishments; collect and pay payroll taxes, unemployment, and workers' comp; provide liability insurance, errors and omissions, & bonding; plus write weekly payroll checks.

- **Evaluate Candidate Skills:**

- Customer Service
- Computer Software
- Basic Office
- Data Entry, etc.!

(\* Prove It™ software)

- **Reference and Background Checks:** We conduct thorough checks on candidates.

- **Recruit and place 5-Star Local Candidates\***

\* Attitude, Aptitude, Ability, Commitment & Integrity!

We're staffing specialists with over 50 years of staffing experience with a solid reputation for selecting the right employees for our precious clients and, as a locally independent and owner-managed business, we provide your organization with responsive, first quality and individualized service second to none.

