



SAUNDERS STAFFING INCORPORATED

“Matching People with Opportunity”



Connie Saunders, President
Saunders Staffing, Inc. 2006 WV
Small Business Person of the Year

605 Oakwood Avenue
Beckley, WV 25801
tel: 304.256.0560
toll free: 888.799.2110
fax: 304.325.6817
saunderssem@saundersstaffing.net
www.saundersstaffing.net

Capabilities Statement

Hiring & Staffing

HIRING SERVICES

- Executive Search
- Permanent Employees
- Contracts:
 - Temporary
 - Temp to Perm
 - Full Time

STAFFING

- Flex Staffing
- Government & Private Sectors
- Professional
- Executive
- Management
- Financial

Government Contracting

Saunders Staffing, though always looking to broaden our horizons, specializes in government and institutional contracting. For example, we currently serve the State of West Virginia, statewide and in Virginia, we provide personnel for all the Hokies at Virginia Tech. As we expand into federal contracting, we excitedly look forward to providing the U.S. government with top-notch placements.

FLEX STAFFING SERVICES

Whether you need to fill a position for a week or a year, Saunders Staffing can fill your needs. Short term, long term or permanent placement, we can provide the reliable staff that meets your needs. From clerical to administrative, managerial to executive, Saunders Staffing can match the personnel to match the needs of your company. And if it's a sudden, unexpected need, we can usually have someone report to you within 24 hours of your call.

PLACEMENT SERVICES

Saunders Staffing will work with each client individually to help define the scope of requisition, the skills, experience and educational requirements and qualifications required. Once a set of individuals has been qualified, we work with the client to help select the best fit for the opportunity.

HUMAN RESOURCE OUTSOURCE SERVICES

Let Saunders Staffing relieve your company of the demanding efforts involved in interviewing and screening the ever-growing number of job hunters to find the right fit for your Company. These services include, but depending on the type of staff you may need, not limited to:

- Completing and reviewing applications
- Past employment verification and screening
- Background checks
- Skill Assessment / Testing
- Drug / Alcohol Testing
- Professional Credentialing
- Other specific verification as needed

With Saunders Staffing handling all of these aspects for you, your Company can concentrate on it's core efforts with less cost!

EXECUTIVE PLACEMENT SERVICES

Saunders Staffing has an ever-growing database of experienced Executives from virtually all types of industries. These professionals must provide appropriate documentation which is carefully scrutinized as well as, where necessary, have the proper, active licenses to practice.

RECRUITING

Saunders Staffing recruits most states on the East Coast and we continue to expand. From background checks to pre-screening, in-depth interviews, checking references and verifying past employment, we work hard to insure that we provide the right employee for the client. We also provide drug screening and address any other detailed issue that may be particular to your needs.

QUALITY CONTROL

All aspects of our services, from initial interviewing and screening to placement, are maintained to the highest level of quality control. When we provide HR services to you, you can be sure that every measure has been taken to insure that the personnel we send to your company will match the criteria that you provide, that they will be professional and that your choice in working with Saunders Staffing is one that you will make again.



— Check out the newly upgraded saundersstaffing.net now! —



SAUNDERS STAFFING INCORPORATED

"Matching People with Opportunity"

605 Oakwood Avenue
Beckley, WV 25801
tel: 304.256.0560
toll free: 888.799.2110
fax: 304.325.6817
saundersem@saundersstaffing.net
www.saundersstaffing.net

Who we are

Saunders Staffing is a network of available human resources, filling both clerical and professional needs, that wants to be the Company you call when you need additional staff. Our staffers are flexible and we will work at your direction. We have six recruiters and have a representative in your region.

MISSION STATEMENT

Saunders Staffing's Mission is to provide the best in human resources to business entities both private and governmental. It is our ongoing duty to our clients to provide the best, most qualified individuals to meet their temporary or long-term needs in a cost-effective manner.

With over twenty-four years of experience, this small, independent business continues to grow and attract some of the best recruits that a staffing agency could provide. We continually strive to meet your needs.




DUNS# 60-695-8023 | CAGE code 1R8X8 | ORCA registered

NAICS Codes

Saunders Staffing provides services under the following North American Classification System Codes:

518210	541214	541219	514330	541380
541511	541512	541513	541519	541611
541613	541618	541690	541720	541910
561110	561210	561312	561320	561410
561499	561720	562920		

CONTRACT CERTIFICATIONS & VEHICLES

-  SBA Certified Small, Disadvantaged Business
-  GSA Schedule 736
-  Woman-Owned Company

ET CETERA

Unlike most other staffing networks, Saunders Staffing tends to many functions internally to cut overhead costs and reduce or eliminate debt—which gives us the edge—making us not only the best networking resource you have, but the most competitive. Payroll, for example, is done in house, debt free, using software for easy billing and payroll. Doing these things in-house means that we can pass the cost savings on to you!

The Owner **CONNIE SAUNDERS**

As mentioned, Ms Saunders has over twenty-four years experience in operating her business. She was voted Small Business Person of the Year by the SBA in 2006. Connie strives to exceed her own accomplishments and this reflects best in the satisfaction of her clients.

Placements

Saunders Staffing accepts supplemental staffing assignments in the following fields:

- Clerical
- Secretarial
- Data Entry
- Administrative
- Legal
- Medical
- Technical
- Light Industrial

Saunders Staffing is An Equal Opportunity Employer



SAUNDERS STAFFING INCORPORATED



tel: 304.256.0560
toll free: 888.799.2110
fax: 304.325.6817
saundersem@saundersstaffing.net
www.saundersstaffing.net