

Business Careers offers a valued approach to the hiring process. As Puget Sound's leading permanent staffing service, we have the resources to meet your hiring needs - quickly, confidentially, and economically.

OFFICE LOCATIONS

SEATTLE

Office Services Division
(206) 447-4000

Management Services Division
(206) 447-7474

Safeco Plaza
1001 Fourth Avenue
Suite 2300
Seattle, WA 98154
email: seattle@businesscareers.com

BELLEVUE

(425) 462-5222
(206) 477-7411 (Seattle Line)

Bellevue Corporate Plaza
600-108th N.E.
Suite 246
Bellevue, WA 98004
email: bellevue@businesscareers.com



BusinessCareers.com



Since 1970, Business Careers has helped thousands of employer clients hire talented, productive employees. We can help you too.

At Business Careers, you gain immediate access to the Northwest's best selection of prescreened candidates. Equally important, you benefit from the expertise of our highly trained placement professionals.

Quality referrals ensure quality employees

We're as selective about our referrals as you are about your hires. We screen more than 1,500 candidates each week to ensure we have the best choices for you to select from.

Every candidate we refer has been thoroughly interviewed. Their references have been checked and, where applicable, their skills have been tested.

We don't stop there, however. We realize you need someone with more than the right set of skills. You need a new employee whose style is compatible with your own.

To ensure our candidates are a good fit for your organization, we analyze their career objectives, interests and personality in relation to your company's unique business environment. This matching process fosters high productivity, job satisfaction and reduced turnover.

Saving you time, money and frustration

While a position goes unfilled, productivity falls and your frustration rises. That's why you need Business Careers.

We are able to refer candidates within a matter of hours. And, since we do the initial screening, you see only the most qualified candidates. We also save you the expense, downtime and potential problems associated with recruitment advertising.

Advertising your position openly is expensive and unpredictable. It may generate stacks of responses or little response at all. And, all too often, those who respond won't be qualified or really interested in the position.



Confidential interviewing arrangements

We have private interviewing offices within each of our locations. Using these facilities keeps your interviews strictly confidential and free from interruptions.

A no-risk investment

The cost of our service is always contingent on hiring a candidate we have referred to you.

Two divisions to serve you better

Our placement professionals focus on specific areas so they can offer you greater depth of expertise.

Our Management Services division specializes in locating entry to mid-level employees in a variety of professions:

- ▶ Outside Sales
- ▶ Sales Management
- ▶ Account Management / Inside Sales
- ▶ Administrative Management
- ▶ Business Management
- ▶ Customer Service
- ▶ Production/Operations Management
- ▶ Project/Construction Management
- ▶ Purchasing/Inventory
- ▶ Accounting
- ▶ Driver/Route Sales
- ▶ Insurance

Our Office Services division specializes in locating office and administrative support employees at all levels such as:

- ▶ Reception/Front Office Management
- ▶ Office Generalist
- ▶ Customer Service
- ▶ Administrative Support
- ▶ Executive Assistant
- ▶ Administrative Management
- ▶ Accounting
- ▶ Bookkeeping
- ▶ Legal Office Support

Call any of our locations for help in meeting your staffing needs.