













# ADMINISTRATIVE SUPPORT DIVISION



## Division Advantages

- True sourcing and recruitment of administrative support talent from leading companies.
- SmartView interview technology to streamline the prescreening process and save your staff time
- Temporary admin support solutions for absences, vacation and special projects that require additional assistants

The Supporting Cast's administrative support division specializes in the recruitment of assistants for C-level executives. Our recruiters attract passive candidates - the executive assistants who are successfully employed at prestigious companies. By coupling this proven approach with our active referral network, we're able to find candidates other staffing firms can't.

# OFFICE SUPPORT DIVISION



## Division Advantages

- ▶ Candidates are screened and tested to ensure they have the software skills necessary for your project
- ▶ Our standby program gives you instant access to early morning and last minute replacement needs
- ▶ Account Managers are available 24 hrs a day, seven days a week to staff weekend and extended projects

The Supporting Cast's office support division places the following office and clerical talent:

- RECEPTIONISTS
- DATA ENTRY OPERATORS
- WORD PROCESSORS
- EXCEL OPERATORS
- MAILROOM CLERKS
- FILE CLERKS
- STOCK CLERKS
- COPY OPERATORS





THE SUPPORTING CAST  
10 EAST 40TH STREET, SUITE 1300  
NEW YORK, NY 10016

1 (212) 532-8888  
[WWW.SUPPORTINGCAST.COM](http://WWW.SUPPORTINGCAST.COM)