



## OFFICE SUPPORT

PROFESSIONAL  
RECRUITMENT  
& TEMPORARY/  
CONTRACT  
STAFFING

Finding the right administrative staff is essential to the success of your organization. Productivity increases when you have skilled and reliable professionals in support roles. **Green Key Office Support** provides dynamic, results-driven individuals and flexible teams to fit your organization's specific needs. You won't find a more committed partner to help **Unlock** the staffing solution that best suits your company's needs.



## Placement Services

- Executive Search
- Permanent Placement
- Contract Consulting
- Temporary Staffing
- Flexible Team Solutions

## Hiring Strategy

Our results-driven Office Support Team maintains trusting relationships with top decision makers in companies ranging from small entrepreneurial firms to Fortune 100 companies. Our recruiters have a proven track record of proactive client engagement that is supported by delivering top quality administrative talent. We provide value at every step of the way to help our customers meet their resourcing demands.

## Recruitment Philosophy

The Green Key Office Support Team understands that not all organizations are the same. Our priority is to understand the corporate culture of your company and the skills required to succeed in your organization. We offer a concierge recruitment service and believe in the specialized treatment of each individual client. Our recruiters work closely with hiring managers and develop a unique recruiting plan to successfully deliver only top quality candidates. When you work with Green Key, you are gaining a strategic partner in your business.

## Unlock Your Potential

At Green Key Resources, our business is helping you succeed in yours.

Green Key Office Support places professionals in positions including:

- Administrative Assistant
- Chief of Staff
- Executive Assistant
- Marketing Coordinator
- Office Manager
- Personal Assistant
- Receptionist
- Sales Assistant

What we do for you:

- Learn about your needs and business challenges.
- Provide advice on candidate trends and salaries.
- Assist with the job requisition.
- Source and screen suitable candidates.
- Keep you up-to-date on developments via our newsletter and social media.
- Give you access to our network of contacts and referrals.

Benefits of working for Green Key:

- Healthcare Benefits
- 401(K) Plan
- Employee Discount Program
- Referral Bonus
- Direct Deposit
- Weekly Payroll

**greenkey**  
RESOURCES.

[www.greenkeyllc.com](http://www.greenkeyllc.com)

New York City 212-683-1988 • Long Island 516-512-6500

Florida 407-581-5280 • Chicago 773-932-1161 • Maryland 301-584-3185

Massachusetts 781-202-9266 • North Carolina 919-230-9060



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Potential**

