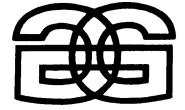


# Godshall Professional Recruiting & Staffing Services



SERVING THE UPSTATE SINCE 1968

Phone: (864) 242-3491 [staffing@godshallstaffing.com](mailto:staffing@godshallstaffing.com) [www.sccareersearch.com](http://www.sccareersearch.com)

Julie Godshall Brown, President    Ginny Beach, VP of Operations

Drew Brown, VP of Sales



**HIRE TOP TALENT**  
**JULY/AUGUST 2011**



## **Legal Implications of Employee Screening:**

Pre-employment screening is coming under increased legal scrutiny. The argument is whether protecting the privacy of the individual (and possible discrimination) trumps the right of an employer to know WHO they are hiring. Given that some studies show that up to 80% of resumes contain inaccuracies and that employers can be held liable for negligent hiring, verification of the facts is more important now than ever before. Here are a few tips from the experts: 1) train your management team on the legalities of reference checking; 2) verify education/licenses on applicants when required; 3) complete criminal background checks of job applicants before hiring but consider the job relatedness of any convictions; 4) be highly consistent with your procedures; and 5) never share negative information beyond those with a need to know; 6) and closely follow the guidelines of the Fair Credit Reporting Act by sharing results with the applicant if the results causes a negative hiring decision. Our firm provides pre-employment screening on those that we place. Ask your Godshall consultant for details or contact your employment attorney for more information on this topic.

*Julie*

## **EXPERTISE on DEMAND**

**We have professionals available on a contract basis to handle all of your specialized business needs.**

**Telemarketer and Registrant:** Outgoing and motivated! This professional has excellent phone skills and has contacted targeted professionals throughout the United States. Has assisted with phone-in registration. Available for immediate contract work!

**Computer Trainer/Documentation Writer:** Highly-resourceful software trainer and documentation specialist creating end user instruction guides as well as documenting processes and procedures. Exceptional stand-up communicator teaching a variety of business and custom application software products including "How to Give an Effective Presentation". Skills include coordinating training schedules and instructors for large training rollouts, working with programmers and technical staff to obtain information needed for writing materials, and training users. Extremely organized and able to multi-task.

**Interim Controller:** This super sharp candidate has had a very successful accounting career. Can do everything for A-Z. Has the ability to maximize efficiency and productivity of co-workers. Expertise includes GAAP accounting, Sarbanes-Oxley, monthly financial statements, budgeting, and cash projection. Computer knowledge includes JD Edwards, Timberline, Oracle, Excel, Word, Access, PowerPoint, and Outlook.

*PLEASE CONTACT CATHY, LISA, or CATHERINE FOR ADMINISTRATIVE CANDIDATES*

## **ADMINISTRATIVE/BUSINESS SKILLS**

**Executive Assistant:** This Certified Professional Secretary has 20 years of experience with a single employer in the financial industry! Has provided support to a top Executive and 3 direct reports. Background managing travel arrangements and itineraries, organizing special events, planning corporate luncheons and off site meetings, processing monthly and quarterly reports, and serving as the "voice" for outside customers. MS Office proficiency coupled with typing speed of 60wpm. Professional presentation, excellent communication skills, and proven reliability!

**Part-Time Administrative/Marketing Assistant:** "Organized, dedicated, dependable, and thorough" are words used by former employers when describing this candidate. A prior administrative and marketing background will allow companies to benefit from this person on a multitude of levels. Experience also includes merchandising and graphic design. Proficient in MAC and PC platforms, Quark, In Design, Photoshop, and Illustrator. Able to work 30 hours/week.

**Front Office Coordinator:** This polished professional is experienced in answering the phones with a smile! Additional responsibilities include accounts payable, accounts receivable, vendor file maintenance, scheduling meetings, travel arrangements, and ordering office supplies.

**Customer Service:** Personality plus! This customer focused candidate has provided top notch customer service within insurance, manufacturing, and financial industries. Excellent phone voice and is accustomed to handling a large volume of inbound calls to answer inquires about product availability and services, billing, order tracking, and collection solutions.

**Admin/HR Assistant:** This detailed and efficient office professional has a diversified background. Has worked in office administration, human resources, procurement, warehouse logistics and assembly operations. Has been responsible for maintaining accurate human resource records including employee attendance, personnel changes, and disciplinary actions. Utilized Kronos software to manage bi-weekly payroll process for 300+ facility employees. Produced facility presentations for personnel meetings and instruction purposes. Outstanding computer skills including Word, Excel, PowerPoint, and PeopleSoft.

**International CSR Coordinator:** Successful and self-directed. This customer service pro handles all aspects of sales account management including forecasting, order management, and invoicing. Performs as first and main point of contact for the customer. Strengths include proven ability to communicate with multiple departments and excellent troubleshooting and problem solving skills. Possesses strong knowledge of manufacturing and logistics operations gained while identifying, analyzing, and solving bottleneck issues. Bilingual in English and Spanish.

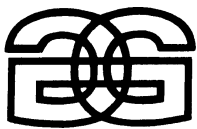
**Engineering Order Administrator:** Administrative professional has extensive experience working with engineers and knows technical lingo! Proficiency with Auto CAD and QAD applications. Ability to read and revise simple drawings, work within demanding and tight deadlines, ISO 9000 knowledge, and advanced Excel proficiency. This versatile office management professional is ready to assist!

*PLEASE CONTACT KATHERINE and AMANDA for INSURANCE CANDIDATES*

### **INSURANCE**

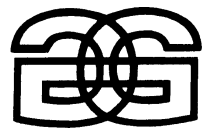
**Property & Casualty Account Manager:** Outstanding organizational and communication skills! This self-directed and motivated insurance professional has built a book business through telemarketing calls and marketing. Works well under pressure. Excellent references!

*If you would like to receive our monthly Top Candidate Listing by email, please make your request to [recruiter@godshallstaffing.com](mailto:recruiter@godshallstaffing.com).*



*Serving Upstate Clients Since 1968*

*July/August 2011*



*CONTACT CATHY, LISA OR CATHERINE  
FOR BANKING, SALES/MARKETING, CUSTOMER SERVICE, OR LEGAL CANDIDATES*

### **BANKING**

**Bank Marketing Manager:** This degreed candidate has managed all the marketing functions including all advertising, promotional material, direct mail, newsletters, media relations, sponsorships/donations, and events planning. Has managed branding initiatives, website and intranet content and lay outs, and account acquisition programs. Also planned and managed marketing budget of over 1 Million dollars. Holds BS degree plus prior retail banking experience.

**Teller:** New to the area! This teller candidate brings one year of experience from a credit union. Experience in cash handling, ATM operations, and customer service. Good credit and ready to work!

**Cash Control/Teller Administration:** This sharp banking candidate has both retail and operations experience. Experienced in reconciling cash advance DDA and GL daily. Background includes researching and processing cash advance entries, creating monthly reports, monitoring and clearing branch cash items GL, processing batch transaction entry postings, and providing branch support. Prior experience as a Head Teller.

### **SALES & MARKETING**

**Industrial Customer Service/Inside Sales:** Personality plus! This customer service and sales professional has experience in managing current customer accounts as well as developing new business. Background includes taking orders via phone, fax and EDI, and following the process through delivery! Skilled in investigating, researching and sourcing vendors for best pricing, quality, and timely shipping. Also experienced in cost/price analysis, contract negotiations, purchasing, and management.

**Sales Professional:** Dedicated, driven, and focused, this candidate exceeded company's marketing goals by at least 10% every quarter for 9 consecutive years. Track record includes proven results in inside/outside sales, marketing, recruiting, and public relations. Bilingual in English/Spanish. Stable work history and excellent references!

**Licensed Sales Assistant:** This financial professional holds a Series 7 and 66 license. Experienced in providing sales, operational, administrative, and customer service support to multiple Financial Advisors. Background includes inputting trade orders, submitting applicable documentation to the home office, and monitoring each step for accurate execution. Prior experience in personal banking!

**International Marketing Director:** Former Director of Business Development with an Italian company, has also worked as a Manager of Marketing and Sales Support for an Italian Aircraft business. Reporting directly to the EVP, COO and the President of Sales & Marketing, this professional has been responsible for all marketing, advertising, public relations and sales support for the Americas' Region. Schooled internationally, world-traveled, with language fluency in English, Italian, French, Portuguese, and Spanish.

### **LEGAL**

**Worker's Comp Paralegal:** Talented legal professional was formerly a solicitor in England, has an English law degree and works well under pressure! Candidate has experience working with a Dictaphone, types 60 wpm, and is proactive in nature. Combined with excellent time management and communications skills, this efficient paralegal is a terrific choice!

*PLEASE CONTACT KATHERINE or AMANDA FOR MEDICAL CANDIDATES*

**MEDICAL**

**Dental Treatment Coordinator:** Degreed, polished and professional! This candidate is relocating to the Upstate and has over three years of dental office experience. Current duties include giving tours of the office, explaining treatment plans to patients, covering payment options, assisting with front office duties, and other administrative tasks. Software experience with MS Office and SoftDent. Great rep for any office! \$14/hour.

**Part-Time Medical Receptionist:** Hardworking, detail-oriented, and able to multi-task, this receptionist enthusiastically manages all facets of a front office. Experience includes appointment scheduling, insurance correspondence, telephone reception, and bookkeeping. Their polished and professional demeanor will be a welcome introduction for any patient!

**LPN:** This LPN has a solid history in the medical community and former employers give glowing references! Experienced in pediatrics and home health. Has also worked as a medical records clerk and patient care technician.