

Workway

At work for you

A Premiere Staffing Firm Specializing in...

OFFICE ADMINISTRATION

You set the standards. We meet them. At Workway, we focus on finding the right fit for your openings, tapping into our vast database of qualified candidates and placing only those professionals who possess all the skills you require to excel at their job. Workway offers temporary, temp-to-hire and direct hire positions across a wide range of disciplines.

Workway fills a broad range of administrative positions, including:

ADMINISTRATIVE/OFFICE

File Clerk
Accounting Clerk
Legal Assistant
Medical Billing Specialist
Administrative Assistant
Executive Assistant
Data-entry Operator
Receptionist/Switchboard Operator
Office Automation Specialist
Word Processor
Spreadsheet Coordinator
Database Administrator
Presentation Graphics Specialist
Desktop Publishing Specialist
Secretary
Office Manager
Telemarketer
Sales Assistant



Phone: 877-4Workway
Fax: 877-Fax1way
www.workway.com