



Our staffing coordinators have more than 40 years combined experience putting people to work. They are trained to recruit, screen, test, and with the aid of our customized database, match the right candidate for the job. We staff direct hire, temp-to-hire and temporary roles in a variety of companies.

Office Support has been Choice's backbone for decades in both the temporary and permanent divisions. We put people to work in any and all Administrative capacities including, but not limited to:

- Executive Assistants: C- Level
- Administrative Assistants
- Data Entry Clerks
- General Office clerks
- Customer Service
- Legal Secretaries
- Paralegal
- Receptionists

For more information please email info@choicepersonnelinc.com.