

“Building relationships through exceptional customer service.”



Commitment to Quality

Temporary
Temporary-to-Hire
Direct Hire
ParkWest Onsite

With a client-focused approach, is the cornerstone of our business.

This philosophy has guided our full-service workforce management agency since 1997. Our founding Principals bring over 50 years of human resources management experience, collectively. Their core value, the customer always comes first, is the driving force behind our commitment to quality.

Talent Management just got Easier.

Running a business requires more than providing a product or service. If you have employees, a wide range of workforce related tasks need to be managed. Our Human Resources Specialists understand the importance of a solid human resources infrastructure. It is the heart of a good company. Partnering with a talent management specialist like ParkWest can reduce the time and resources organizations spend managing their talent investment.

Flexible Staffing Solutions.

One of the benefits of doing business with ParkWest is the flexibility of our services. We can create custom solutions that do as much or as little as the client wants, giving us the ability to combine any of our services to develop the best solution for the organization. Our clients can expect:

- Proactive Recruiting
- Comprehensive Pre-screening
- A commitment to Safety
- A Strategic Workforce Partner

Recruiting/Staffing

ParkWest provides a full range of staffing services that go beyond employee placement.

We become a true partner to help our clients find the most efficient and effective way to recruit, manage and monitor staff. We work with our clients to define their needs and offer staffing solutions designed to help their business maintain efficiency and productivity.

Our staffing specialists work with clients to review or create job descriptions. We want to make sure all the tasks and responsibilities are listed. We can help determine the position requirements such as education, licenses, certifications and the hours, days and wage.



We search for the best candidates to fill your open position by reviewing our available talent pool, managing any job postings on your behalf and conducting job fairs.

Our Staffing Solutions include:

- Recruiting
- Criminal Background Check
- Substance Abuse Screening
- Reference Verification
- Employment History Verification
- Employment Eligibility Verification
- Aptitude & Software Assessments

No matter what it takes ...



ParkWest Delivers!

What Sets us Apart

- Direct Owner Involvement
- Client-focused Approach
- Proactive Recruiting
- Flexible Staffing Solutions
- Comprehensive Pre-employment Screening
- Excellent Employee Benefits
- Comprehensive, Site-specific On-boarding
- Competitive Rates
- Customized Client Reporting

E-Verify is a web-based service that electronically verifies an individual's eligibility for employment in the United States. To ensure that our clients maintain a legal workforce, ParkWest uses E-verify on all candidates.



Positions We Staff

Administrative:

- Executive Assistant
- Administrative Assistant
- Receptionist
- Entry-level Clerical
- File Clerk
- Document Control
- Accounting Clerk
- Medical Billing & Coding
- Loan Processor

Customer Service/Call Center:

- Inbound/Outbound
- Sales
- Technical Support
- Help Desk
- Order Taking/Order Entry
- Reservations/Appointments
- Concierge/Client Care

Professional:

- Finance/Accounting
- Information Technology
- Operations Management
- Engineering/Construction
- Sales Management

Lt. Industrial:

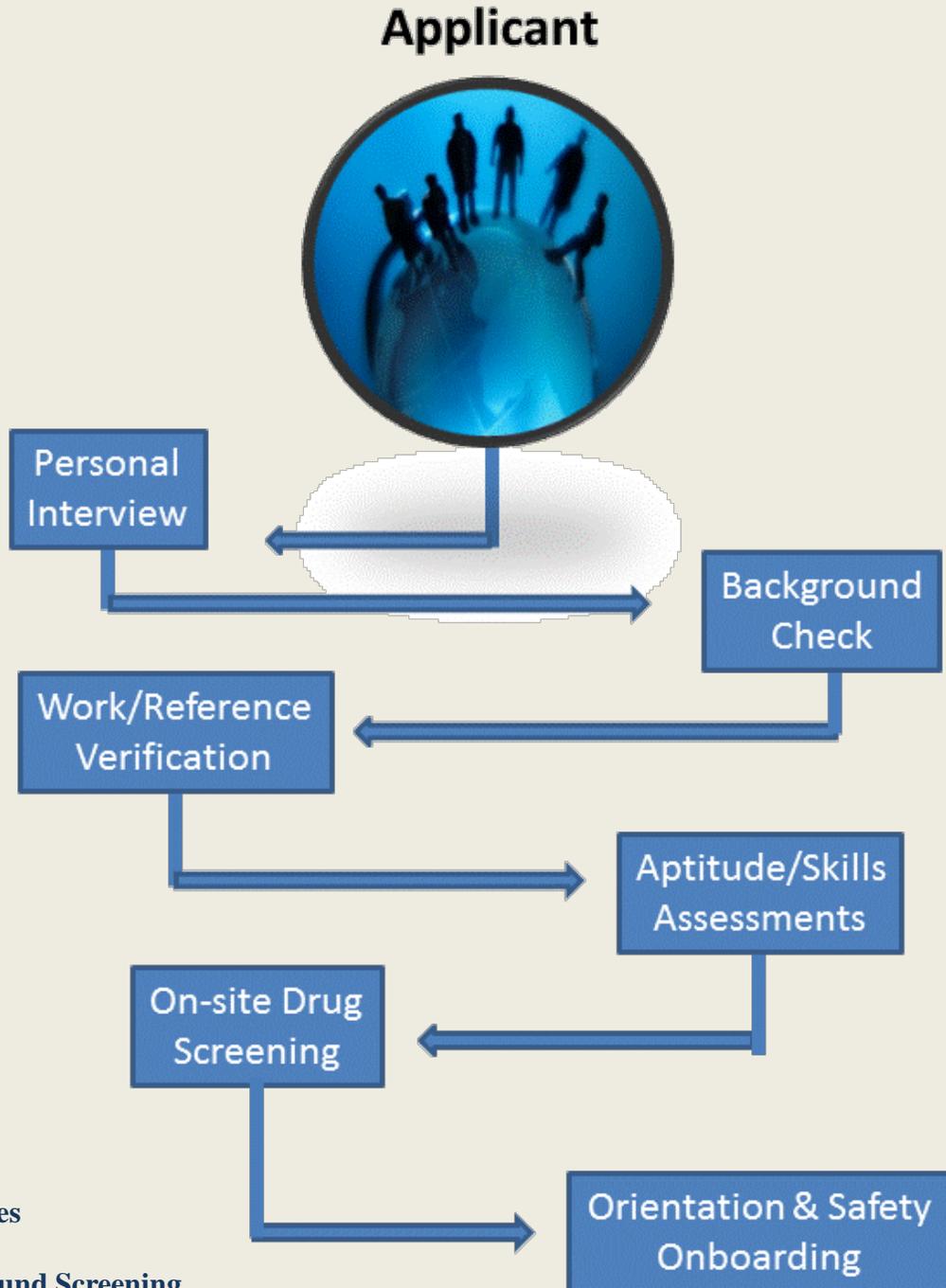
- Assembly
- Dispatch
- General Labor
- Dock Operations
- Customer Operations
- Machine Operators
- Certified Equipment Operators

Distribution/Logistics:

- Material Handling
- Packaging
- Shipping/Receiving
- Inventory Control
- Dispatch
- Customer Service
- Warehouse Management

Comprehensive Screening

Comprehensive pre-employment screening helps narrow our focus to find the right fit for our clients from the start.

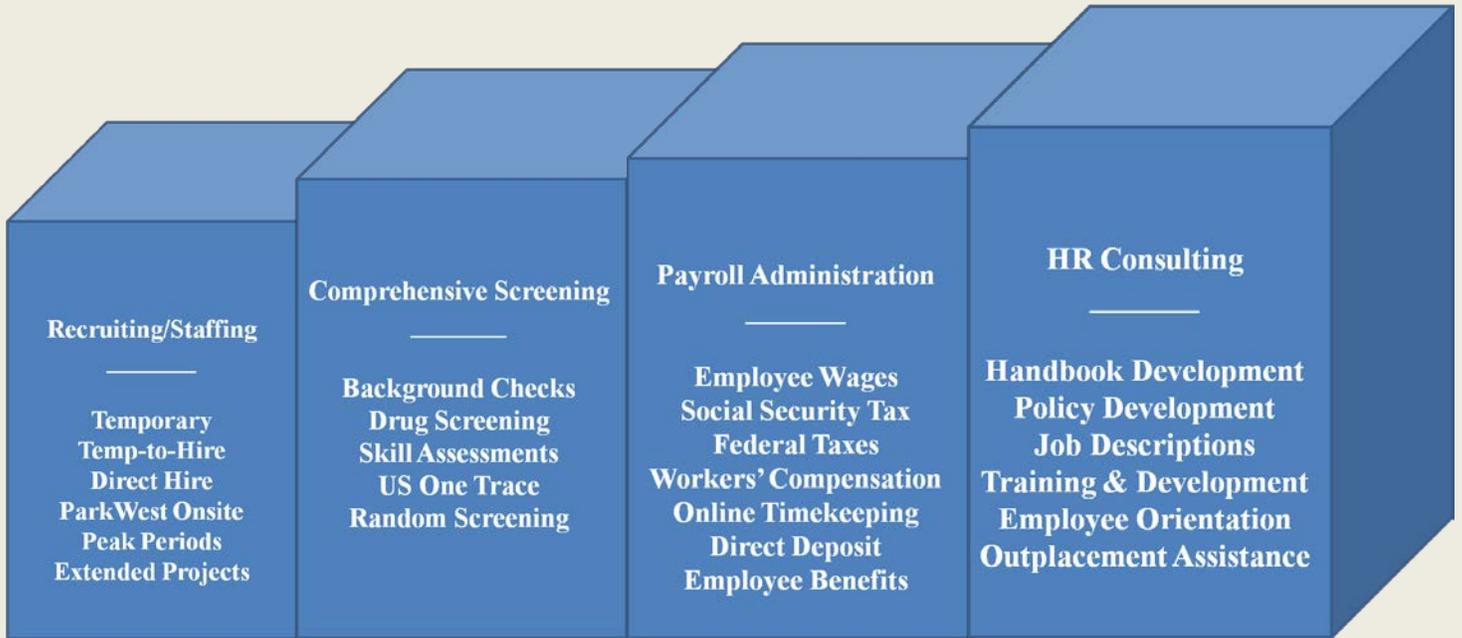


A La Carte Services

- Criminal Background Screening
- Substance Abuse Screening
- Skills Assessments
- Random Substance Abuse Screening
- US One Trace (SSN Validation)
- MVR

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Comprehensive Talent Management Solutions



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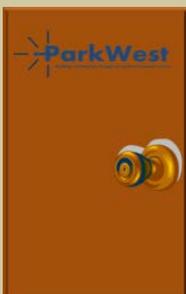
For more information or to schedule an initial meeting, please contact one of our Human Resources Specialists at (281) 899-2100. We want to be your personnel department.

Benefits of Working with ParkWest Staffing

- Reduced Costs
- Increased Flexibility
- Direct Access to Skilled Talent
- Start New Projects Quickly
- Reduced Administrative Burdens
- A Workforce Compliance Partner

Houston | Ft. Bend | North Houston | St. Louis

*We want to be your personnel
department.*



ParkWest Staffing Services, Inc.

1011 Highway 6 South, Suite 303
Houston, TX 77077
(281) 899-2100 ■ (281) 899-2109, e-Fax