



IMPROVED ACCESS TO ADMINISTRATIVE SPECIALISTS

Optimize Your Office Efficiency

It seems simple: hire better people, get better results. Yet, in a hiring market where a single administrative position can receive hundreds of applicants – or none at all – identifying qualified candidates can be expensive and time-consuming. From Outlook experts to Office Managers, Volt Workforce Solutions identifies flexible administrative professionals who quickly step in to meet challenges and changing priorities head-on.

The Right Fit for Every Task

At Volt, we know that administrative skills are more than just lines on a resume; they come out in every task employees handle for your company. By specializing in general expertise, administrative professionals are able to juggle a range of tasks, both big and small, so you can focus on the larger goals of your business. Qualified specialists who are on-point, on-schedule and on top of everything the job throws at them: That's what Volt delivers.

Why Volt?

Volt specializes in recruiting, deploying, and managing contingent workforces. We combine industry expertise, proven execution, and innovative thinking to deliver workforce solutions that improve our client's efficiency and productivity. Whether you're seeking contingent staffing, direct-hire recruiting, managed services programs, or statement of work, Volt's global network of offices enables us to provide a qualified workforce wherever your business grows.

For strategic workforce services tailored to solve your specific business challenges, contact your local Volt representative or visit volt.com.



Administrative

Service Offerings:

- Contingent Staffing
- Direct Placement
- Managed Services
- Statement of Work

Recruiting Skillsets

- Administrative Support
- Clerical Assistance
- Data Entry
- Reception / Switchboard
- General Office Support
- Executive Assistant
- Office Management
- Project Coordination