

company profile

We are an established, Atlanta-based boutique employment firm that specializes in accounting/finance, administrative/clerical, call center and technology. Because we have a team of recruiting professionals dedicated to each of these specialties, we are more connected and better able to match the best talent with the most dynamic companies. The result is a quick turnaround for companies – and a low turnover of the talent we place.

In addition, our clients are happier and more successful because we help them realize their potential. We offer consulting to every company to ensure they are looking for the right skill set, at the right price. We find our candidates jobs they are uniquely qualified for that often turn into long-term or full-time work. And we provide them with full benefits.

Our approach is simple, yet uncommon: the better your focus, the better your results.
Find out what we can do for you.

the better your focus, the better your results.

FOCUS ON QUALITY

As staffing industry experts, Focus has found that quality assurance is one of the most important factors in making successful employment connections. We have developed a process that we follow to qualify candidates so that you don't waste valuable time considering unsuitable candidates.

FOCUS ON CLIENT SATISFACTION

What sets Focus apart from most of our competition is our commitment to client satisfaction. Not only do we ensure that you are happy with job placement, but we are also determined to build relationships with our clients that position us as extensions of your company, which means we understand your corporate goals, structure, and culture so that when you are looking for long-term or short-term assistance, we have a comprehensive understanding of the direction of your whole organization, in addition to your individual requirements. Focus has found that this kind of relationship decreases the time and costs associated with recruiting and placement outsourcing.

FOCUS ON EXPERTISE

Like any business, Focus has areas in which we can provide superior service. Our strengths lie in filling positions in the following fields: call center, accounting/finance, technology and administrative. Our consultants share expertise in these areas and understand the demands placed on individuals in these positions, as well as the qualities needed to achieve success. Our experience also allows us to quickly identify and place individuals well suited for positions in these fields. You can trust us to handle your direct hire, contract to hire and even executive level openings with minimal involvement, which leaves you with more time to focus on your bottom line. As we build relationships with our clients, we seek to grasp your working environment, corporate culture, goals and special needs. These relationships are the foundation of our services, allowing us to provide you with the right talent, competitive pricing and a timely delivery.



call center



accounting/finance



technology



administrative

focus on our services

SUPPLEMENTAL STAFFING SOLUTIONS

This program is designed to help you add to your core workforce for flexible and varying lengths of time. Our application process enables us to thoroughly screen each applicant for the specific skill set your job requires. All employees are interviewed and tested by our specialized Focus recruiting teams.

SUPPLEMENTAL TO DIRECT

This strategy is for hiring core workforce employees. Focus will send you a prospective employee based on a submitted job description. You are then able to observe their work skill level before you make a hiring decision.

PAYROLL SERVICE

After we place an employee with your company, you may outsource the payroll function and liability costs to Focus. The employee must complete a Focus application and submit a time sheet weekly, allowing you the ability to employ an associate immediately while he or she completes your company's application process.

SINGLE SOURCE MANAGEMENT PROGRAM

This management program encompasses all facets of managing and staffing a company's non-core workforce. It is designed to enhance productivity and minimize defects related to production and service. Such services provide the greatest return on your employee placement investment.

DIRECT PLACEMENT

This program is designed to meet the needs of candidates seeking direct hire employment opportunities. Focus can provide qualified, pre-screened applicants for your review. This allows you to place an individual directly on your payroll, and it gives the applicant a chance to enroll in your benefits program.

BILINGUAL SERVICES

Focus employs a bi-lingual staffing consultant for our global clients. Currently, we are able to provide bi-lingual staffing support in French and Spanish. In addition, a large portion of our candidate pool is bilingual in various languages.

Other services include probationary hiring, flexible staffing, vendor on premise, and outsourcing.

accounting/finance

In Accounting/Finance, Focus knows that your success is in the numbers. Companies need employees who are accurate and honest – and can meet tough deadlines. The Focus Accounting/Finance team will provide you with job candidates who exemplify these characteristics.

The Accounting and Finance industries have unique requirements depending on the function and level of the position. Focus can quickly and efficiently place uniquely qualified candidates with experience in a variety of areas within accounting and finance, such as accounts receivable, accounts payable, forecasting, payroll and countless others. We can also pull from a pool of candidates with diverse skill levels, from Clerks to VPs. Let us help you find the talented professionals to address your immediate needs, as well as the professionals you need to lead your business towards achieving company-wide goals.

The positions we fill include, but are not limited to:

Staff Accountant	Bookkeeper
Senior Accountant	Billing Specialist
Controller and Assistant Controller	Collections
Financial Reporting Specialist	Credit Analyst
Tax Accountant	Payroll Specialist
Auditor	CFO
Treasury Analyst	VP Finance
Accounts Payable and Receivable Specialist	Financial Analyst

Our screening process includes:

- Telephone screenings to verify a candidate's overall skill set

- Multiple reference checks to validate professional and personal references from a candidate's past jobs

- Numerous in-depth personal interviews to identify a candidate's skill set and work ethic

technology

The Focus Technology team knows that technology is an important and expensive part of your business. It keeps your business on the cutting edge of efficiency. We match you with employees who have the computer skills to maximize your technology investment and keep your business running smoothly.

Focus technology recruiters are aware of the diverse needs of the technology industry. As a result, our consultants are divided into one of three focus areas: IT Infrastructure, Applications and Communications. The members of these teams are experts in their focus areas and have the IT knowledge needed to quickly locate the right candidates for each opening.

The positions we fill include, but are not limited to:

Business Analyst	Conversions & Testing
Data Center Operations Support	Database Administration
Database Design	E-Commerce
Full Lifecycle Development	Help Desk/Technical Support
Network Design	Network Maintenance/Administration
Project Management	QA Testing
Technical Consultant	Technical Trainer
Technical Writer	Web Development

Our screening process includes:

- Comprehensive assessment of technical skills in all areas of technology, including IT Infrastructure, Applications and Communications

- Multiple reference checks to validate professional and personal references from a candidate's past jobs

- Numerous in-depth personal interviews to identify a candidate's skill set and work ethic

administrative/clerical

Focus knows that a company's Administrative/Clerical employees make the office run smoothly and efficiently. The Focus team will place you with employees who have the computer skills and organization to get your important tasks done.

Focus looks for administrative and clerical candidates that are organized, diligent, motivated and friendly. Our rigorous interview and testing process appropriately assesses the capabilities of each candidate, ensuring that you are matched with the right candidate for your organization.

The positions we fill include, but are not limited to:

Receptionist	Secretarial
Word Processing	File Clerk
Data Entry	Switchboard Operator
Administrative Assistant	Mail Clerk
Encoder	Executive Administrative Support

Our screening process includes:

Telephone screenings to verify a candidate's overall skill set

Targeted computer testing verifies each candidate's computer program skills

Multiple reference checks to validate professional and personal references from a candidate's past jobs

Numerous in-depth personal interviews to identify a candidate's skill set and work ethic

call center

The Focus Call Center team will find you employees with call center experience who manage customer calls quickly, while providing quality customer service. We know that your goal is to have zero customers waiting in the queue.

It is our job at Focus to understand the particulars of each client's call center. With an on-site analysis and a close working relationship with the management team, Focus has been successful in placing long-term employees in call centers throughout the country. In an industry with a high turn over rate, Focus understands the importance of the "right fit."

The positions we fill include, but are not limited to:

Outbound Call Center	Warranty Sales
Account Representative	Bilingual
Customer Support	Collections Representative
Quality Assurance	Activations/Enrollment – Healthcare
Telesales	

Our screening process includes:

Telephone screenings to verify a candidate's overall skill set

Phone etiquette testing

Multiple reference checks to validate professional and personal references from a candidate's past jobs

Numerous in-depth personal interviews to identify a candidate's skill set and work ethic

contact

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