



SkillsetGroup

# THE ART OF STAFFING STARTS HERE.

Manufacturing | Engineering | Technology | Finance | Accounting

[SkillsetGroup.com](https://www.skillsetgroup.com)

## WHO WE ARE...

Expansion. Advancement. Transformation. Since our humble beginnings housed above a neighborhood supermarket, we have taken our spot as one of the fastest-growing industry leaders in manufacturing, engineering, and technology staffing and consulting. Our mission is to create a culture that supports long-term retention for our candidates and customers. Our robust, evidence-based search and hiring process, our expert recruiters and deep industry intelligence separate us from other staffing firms.

### Key Facts

- Over 200+ years of senior technical recruiting experience in manufacturing, engineering, accounting, finance, and technology.
- Over 3,600% growth in the past 3 years
- Inc 5000 List awardees 4 years running



# OUR CORE CAPABILITIES

## WHAT MAKES THE SKILLSET DIFFERENCE?

### HR Services

Skillset's HR Services provide expert guidance, proven strategies and programs to help ensure greater efficiency in your human capital management. Our HR Services include a cloud-based onboard process, time and attendance, E-verify, a customized HR portal, drug test policy, wage and hour compliance, development training, hiring practices, reporting, employee handbooks and HR templates, injury illness prevention programs, business benchmarking, background check reviews, safety and health programs, turnover review, interviewing, legally required postings and policy reviews.

### Payroll

Payroll processing and administration services are offered by Skillset as a solution to your growing business needs in a dynamic and changing economy. We prepare, fill, and settle payroll taxes. Additionally, we issue payroll checks, direct deposits, process unlimited reporting, issue annual W-2's, garnishments, unemployment claims and track employee paid personal and sick leave.

### On-Site Representation | Workforce Management

An all-inclusive recruitment and fulfillment program designed to stabilize your organization's total productive recruitment process, safety management, employee onboarding, reporting, time and attendance, and payroll processing. Our workforce management solutions align with your senior management to ensure we fulfill your company's goals in business, quality, and culture.

### VMS | MSP

Our Vendor Management Services and Management Services Platform allows us to manage your entire contingent and temporary workforce program, including staffing partners and associated technology platforms.

### Executive Search

Executive Search is one of our primary areas of service to our clients. We help you find the best people, create successful teams, and produce value for all stakeholders. We find exceptional leaders who are in tune with your markets and the culture of your organization.

## Temporary Staffing

Temporary staffing is contract work delivered by Skillset candidates who are engaged and ready to perform full time or part – time work. Our temporary services allow you to manage your human capital by reacting to an influx of work without having to recruit and hire full time employees. It also allows you to fill in voids when your employees take a leave of absence or long term vacation.



## Temporary-to-Hire

This solution offers you the ability to “try before you buy.” Our solution is designed to fit your needs so you can buy yourself more time before making that important full-time hiring decision. We assume the full burden of screening, recruiting, interviewing and managing the employee’s time card, pay, and taxes. Once the employee meets a pre-determined amount of work hours, you may convert the employee onto your payroll at no additional cost with zero friction..



## Direct Hire

Our direct hire placement services provide you with candidates from entry level, to senior level, to management and C-suite roles. You may hire a candidate onto your payroll for a one-time fee, which is a percentage of the candidate’s yearly salary.



# OUR INDUSTRY EXPERTISE IS YOUR ADVANTAGE

Our highly-trained recruiters have the necessary knowledge and deep industry experience to select the best professionals in the business, so you can rely on us to meet your toughest recruitment challenges. We hire degreed professionals within the following industries to better service your needs. Below is a list of industries that we work with daily.

- Aerospace & Defense
- Automotive
- Food & Beverage
- Government
- Healthcare IT
- Industrial Manufacturing
- Information Technology
- Logistics & Distribution
- Metals, Milling, & Machining
- Medical Device
- Oil, Gas, & Mining
- Pharmaceutical & Packaging
- Polymers & Plastics
- Warehouse, Distribution, & Logistics





## Specialized Recruitment ENGINEERING

Access to the best engineering talent provides you with the tools and resources to stay competitive in a growing market. Engineers are hard to come by, but we have the supply.

AUTOMATION  
ENGINEER

APPLICATION  
ENGINEER

BUYER & PLANNER

CAD / CAM ENGINEER

CONTROLS ENGINEER

COMPOSITE ENGINEER

DESIGN ENGINEER

ELECTRICAL ENGINEER

ENGINEERING  
MANAGER

INDUSTRIAL ENGINEER

MANUFACTURING ENGINEER

MATERIALS ENGINEER

MECHANICAL ENGINEER

PAYLOAD ENGINEER

PLANT ENGINEER

PRINCIPAL ENGINEER

PRODUCT ENGINEER

PROJECT ENGINEER

PROCESS ENGINEER

PROGRAM MANAGER / PMP

QUALITY ENGINEER

QUALITY ENGINEERING  
MANAGER

QUALITY SUPPLIER  
ENGINEER

RELIABILITY ENGINEER

R&D ENGINEER

STRESS ENGINEER

STRUCTURAL ENGINEER

TEST ENGINEER

TOOLING ENGINEER

VIBRATION ENGINEER

VP OF ENGINEERING



## Specialized Recruitment

# INFORMATION TECHNOLOGY

At SkillsetGroup IT, disruption is our day job. When profound innovation rocks the technology world, we bend it to your advantage. SkillsetGroup IT offers total life cycle management in software and product development, as well as secure 5G networking, AI and data analysis, among other IT specialties.

Our experts include:

APPLICATION DEVELOPER

BUSINESS SYSTEM  
ANALYST

DATABASE  
ADMINISTRATOR

DESKTOP SUPPORT

DEV-OPS

DIRECTOR OF IT

EMBEDDED SOFTWARE  
ENGINEER

FULL STACK WEB  
DEVELOPER

HARDWARE  
ENGINEER

HELP DESK SUPPORT  
TIER I, II, & III

IT MANAGER

IT TECHNICIAN

SOFTWARE ARCHITECT

LINUX ADMINISTRATOR

MOBILE DEVELOPER

NETWORK ADMINISTRATOR

NETWORK ENGINEER

NETWORK MANAGER

NOC ENGINEER

PRODUCT MANAGER

PROGRAMMER ANALYST

QUALITY ASSURANCE

SOFTWARE DEVELOPER

SOFTWARE ENGINEER

SUPPORT ENGINEER

SYSTEM ADMINISTRATOR

TECHNICAL WRITER

TEST & VALIDATION  
DEVELOPER

WEB DESIGNER

WEB DEVELOPER



## Specialized Recruitment

# MANUFACTURING & INDUSTRIAL

Clients turn to SkillsetGroup for technical manufacturing staffing support when they are struggling to retain expert, hard-to-find talent, and have an urgent need for a specific technical expertise. We minimize downtime and increase manufacturing productivity through filling your technical positions right when you need that skilled labor the most.

AUTOMATION TECHNICIAN

MAINTENANCE MANAGER

PRODUCTION MANAGER

CMM PROGRAMMER

MAINTENANCE MECHANIC

PRODUCTION SCHEDULER

CNC MACHINIST

MAINTENANCE TECHNICIAN

PRODUCTION SUPERVISOR

CONTINUOUS IMPROVEMENT

MANUFACTURING MANAGER

QA / QC INSPECTOR

EHS MANAGER

MANUFACTURING SUPERVISOR

QUALITY ASSURANCE MANAGER

ELECTRO-MECHANICAL

MOLD MAKER

QUALITY ASSURANCE  
SUPERVISOR

ENGINEERING MANAGER

PLANT MANAGER

SAFETY MANAGER

ESTIMATOR

PLANT SUPERVISOR

SANITATION MANAGER

FABRICATOR

PLC PROGRAMMER

SANITATION SUPERVISOR

FOREMAN

PLC TECHNICIAN

TOOL & DIE MAKER

INJECTION MOLD  
TECHNICIAN

PROCESS TECHNICIAN

WELDER - ARC, MIG & TIG

LEAN BLACK BELT /  
SIX SIGMA

PRODUCTION LEAD





### Specialized Recruitment

## ACCOUNTING, FINANCE & ADMINISTRATIVE

The SkillSetGroup Accounting, Finance and Administrative recruiting team has in-depth knowledge of providing temporary, temp to hire, and direct hire permanent staff. We work with companies to find their CFO's and controllers, entry level receptionists and executive assistants, as well as other staff including:

A/P & A/R ACCOUNTANT	CUSTOMER SERVICE	PAYROLL ANALYST
ACCOUNTING CLERK	DATA ENTRY	PRICING ANALYST
ACCOUNTING MANAGER	DIRECTOR OF FINANCE	PRODUCT ANALYST
ASSET MANAGER	DOCUMENT CONTROL SPECIALIST	RECEPTIONIST
AUDITOR	EXECUTIVE ASSISTANT	RISK ANALYST
BENEFITS COORDINATOR	FINANCE MANAGER	SALES ANALYST
BUDGETING MANAGER	FINANCIAL ANALYST	SENIOR ACCOUNTANT
BUSINESS MANAGER	HUMAN RESOURCES	SERVICE MANAGER
CHEIF FINANCIAL OFFICER	LEAD ACCOUNTANT	TAX ACCOUNTANT
COLLECTIONS SPECIALIST	MERGERS & ACQUISITIONS	TAX MANAGER
CONTROLLER	OFFICE ADMINISTRATOR	VICE PRESIDENT OF FINANCE
CREDIT ANALYST	PAYROLL ADMINISTRATOR	



## Specialized Recruitment

# LIGHT INDUSTRIAL

SkillsetGroup can keep your manufacturing, production, or distribution facility operating at peak capacity with experienced, reliable personnel across all shifts. Our unique method for identifying top-performing light industrial employees will help you with workforce scalability and peak season support. Below is a list of positions we can help with:

ASSEMBLER

MACHINE OPERATOR

QUALITY CONTROL INSPECTOR

CLEAN ROOM

MEDICAL ASSEMBLER

QUALITY CONTROL TECHNICIAN

CNC OPERATOR

PICKER / PACKER

QUALITY CONTROL TESTER

ELECTRONIC ASSEMBLER

PRODUCTION OPERATOR

TEST TECHNICIAN

MACHINE ASSEMBLER

SOLDER TECHNICIAN

LABELER

# OUR HIRING PROCESS - DRIVEN BY SCIENCE

Find a passionate employee, find an employee for life. We're passionate about finding you the right person to join your firm using our fine-tuned, evidence-based practices. We harness our passion to science, guaranteeing we are serving your vision using the latest, most effective strategies for search and retention.

## UNDERSTAND YOUR NEEDS

- Develop search & selection criteria
- Analysis of talent & market trends

## SEARCH

- Initiate OPTIMUM SEARCH methodology
- Initiate best search strategy to identify top talent
- Access top referrals & internal Skillset database

## IDENTIFY

- Conduct skills, proficiency appraisal, & conduct in-depth interview
- Develop detailed skillset summary & presentation of candidate selection

## SECURE TALENT

- Summarize and finalize details of the offer
- Support in securing offer acceptance

## GUARANTEE LONG TERM RETENTION

Manage post commencement via personal contact on the first day, 30<sup>th</sup>, 60<sup>th</sup>, and 90<sup>th</sup> day.



# SkillsetGroup

## CONTACT US

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