



zwick+associates

Sourcing Critical Talent Today.



Z-Temps, a division of Zwick and Associates, is a search firm specializing in recruitment for administrative, customer service, accounting, finance and Information Technology (IT) positions. We specialize in temporary placement, including temp and temp to hire.

We recruit skilled candidates who are ready to work immediately to fill your temporary hiring needs. We test our candidates to ensure that they have the right skills for your position. We also offer an on-call program.

Our screening process includes a thorough interview process, computer and special skills testing and an extensive reference checking process.

Through our on-call program we are able to fill urgent, last minute temporary positions such as administrative assistant and receptionist. We have administrative candidates who are ready to go to work immediately the same day that you call!

We provide cost effective and time sensitive solutions. We tailor our search to fit your needs.

Temporary Staffing Solutions

Administrative

- Executive/Administrative Assistants
- Office Managers
- Receptionists
- Data Entry Clerks

Accounting and Finance

- Contract Controller
- Accounting Manager
- Payroll Professionals
- Senior Staff Accountant/Staff Accountant
- Senior Financial Analyst/Financial Analyst

Information Technology

- Help Desk
- Tech Support
- Various IT positions

Customer Service

- Call Center Representatives
- Customer Service Representatives



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