

## Capabilities Statement

Steffan & Co., Incorporated is a nationwide permanent and temporary employment agency providing expert employment solutions to businesses and individuals coast to coast.

### Core Competencies

- Permanent-Direct Hire placements.
- Short to long term (1 year) temporary candidates.
- Light industrial and labor, maintenance, cleaning and conference room, clerical, reception and administrative, secretarial, executive secretarial and legal secretarial personnel, general accounting, A, B & C level management, engineers, help desk and other IT professionals.
- Background checks, employment and educational verification and references and specialized testing.
- Last minute candidates for temporary positions and direct hire interviews.
- Contract (1099) employees and payrolled employees.

### Past Performance

In almost 20 years we have successfully helped businesses fill over 5000 positions with top quality candidates.

### Differentiators

Our mission is to find qualified talent to fill job vacancies in a timely and cost effective manner. We will find top notch, experienced and loyal permanent and temporary career seekers. Steffan & Co., Inc. adheres to the highest industry standards and professional ethics. Our mission is to provide integrity, quality and professionalism to the permanent, temporary and contract recruiting employment industry by finding outstanding talent for businesses throughout the United States.

### Company Data

Established in 1995. Certified Small Business able to fill positions nationwide, primarily serving the Virginia and Washington, D.C. Metro areas.

#### Office:

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DUNS: 100716245

NAICS Codes: 561310, 561320, 561312, 541612

NIGP Commodity Code: 96130, 91885

SIC: 7361

CAGE Code: 32ZJ8

LDDB Certification: LD2011-0451-2014

Virginia Small Business Certification: 009495

## Client Testimonials

Thanks again for all your help on our search. You really made a difference for ACF!

**- Wanda Pierce, Executive Director**

**Steffan & Co., Inc.** is a breath of fresh air in a world of smog. I listed my position with you and you sent me one candidate that was exactly what we wanted. You will have all my business from now on.

**- Chris, Human Resources Manager**

Your agency is really the best. I've gotten rid of my other two agencies because you send me one resume, and it is perfect! I can hire within 24 hours of placing an order.

**- Johnette**

You told me that you would only send what I asked for and you did it. One interview and we hired them. You made what I thought was going to be a nightmare a dream, Thank you.

**- Patricia, Human Resources Manager**

Not only did you fill my position but, your teamwork and staff made me feel so important. Thank you for being so good at what you do.

**- Sierra, Office Manager**

I have never had such a pleasant or fun time working with an agency. I am a little sad you filled my position so quickly because I was enjoying the experience so much. I can't wait to work with you again.

**- Cindy, Legal Administrator**

You have placed my entire management staff and they are perfect. All I did was call tell you what I wanted and within a week you had 3 perfect candidates for me to interview and hire. Anyone who used another agency is really missing out.

**- Paul, Legal Administrator**

Once again, you did it Kid. You found my needle in a haystack. Thank you so much.

**- Louise, Personnel Director**

You know just what I want. It is so great to call you and have you send me one candidate that is perfect. You save me time, money and a huge headache.

**- Elizabeth, Office Manager**

You have me look so good to my boss. You provided me with 2 great candidates, and a hard choice for him. Get ready to be referred.

**-Sandra, Global Human Resources Director**