

# dDS AT A GLANCE



*Specialists in Technical, Administrative staffing and Legal. Bringing 25+ years of proven successful experience to assist you in your most challenging hiring needs.*

- Supplier of both contract, contract to direct and direct positions
- We specialize in placing outstanding candidates in various fields:
  1. **Office Administration:** Administrative Assistant, Executive Secretary, Office Manager, Customer Service, Legal Secretaries, Receptionist, etc.
  2. **Engineers:** Mechanical, electrical, quality, manufacturing, embedded, project, design, program, test, etc.
  3. **Technicians:** Test, automotive, electro-mech, dynamometer, electrical, etc.
  4. **Designers:** SDRC, CATIA, Pro-E, Unigraphics, AutoCad, etc.
  5. **Information Systems:** Programmers, DBA, Unix Administrators, network, project analysts, web programmers, systems analysts, help desk, etc.
  6. **Legal:** Attorneys, Paralegals, Legal Administrators and Litigation Support, etc.
- We personally meet and thoroughly interview all qualified candidates. We match individual's qualifications with the job requirements and set up as many interviews as the candidate qualifies for.
- We are proven leaders in the business:
  - We are highly respected in the recruiting industry as having an outstanding reputation
- We are an industry leader in setting the standards for quality:

Each recruiter is an experienced professional in their specific discipline. A single recruiter serves as an overall liaison to provide increased understanding that allows us to fulfill your specific needs in a job search, as well as expediting the process as quickly as possible.
- Last Thoughts:

We pride ourselves on providing personal and specialized attention that truly sets us apart from other recruiting firms. Our proven work style, strong work ethic and customer-focused efforts assure that your best interest is always foremost in our mind. We are focused on placing top-notch, highly professional individuals in careers not jobs.

**At dDS, we are confident that once you experience our exceptional service you will come back as a customer or candidate.**