



# CAPABILITY STATEMENT



## HELP UNLIMITED TEMPS, INC

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# HELP UNLIMITED

Help Unlimited is a full-service temporary staffing and placement agency established in the Washington metropolitan market for over 45 years.

We are a CBE and a woman-owned organization.

Our core value is based on teamwork and collaboration to match our clients with talent.

## COMPETENCIES

Help Unlimited specializes in long and/or short-term staffing providing the right people with the requisite skills at the right time. We recruit for the following areas of expertise:

**Administrative** **Clerical** **Secretarial**

Help Unlimited is available to meet on location for a free staffing assessment.

### NAICS CODES

- 561320 Temporary Help Services
- 561110 Office Administrative Services
- 561410 Document Preparation Services
- 561421 Telephone Answering Services

### PRIMARY NIGP CODES

- 962-69 Personnel Services, Temporary
- 961-30 Employment Agency Services
- 958-82 Records Management Services
- 958-68 Support Services, Management

## DIFFERENTIATORS

- Responsive** - Help Unlimited is focused on meeting the office support needs of the Washington business community quickly and efficiently. Our experienced staff works together with agility that's hard to find elsewhere.
- Dedicated** - The majority of our employees are referred to us by others who have been satisfied with our work. Our far-reaching network of current and former employees is drawn from fine colleges, universities, and prestigious employers.
- Productive** - Our services help our clients save time and money in their recruiting and onboarding process. We handle the interviews, testing, and background checks and provide full payroll processing and documentation.
- Guarantee** - We guarantee our work and the quality of our employees, increasing your productivity by removing the responsibility and cost of recruiting.

## PERFORMANCE

- The Smithsonian Institution
- DC Office of Administrative Hearings
- DC Public Schools