

Services

Temporary and Temporary-to-hire Assignments

This type of work allows flexibility and a feel for the job market and is increasingly popular in corporate America. Nearly 40% of our temporary employees will find a permanent opportunity with our clients! Temporary assignments are just as important as permanent positions, so if you accept an assignment you must commit. In addition, you must give two weeks notice when leaving an assignment.

Direct Hire Services

Lakeshore Managers are experienced in direct hire placements and will be involved in the entire process, from resume suggestions and interviewing techniques, to the negotiation of your offer.

Details

General Information

- You must contact our main line with any situations. (i.e. sick, late, job offer, job interview, etc.)
- Office hours are 7:30 a.m. to 5:30 p.m. Mon-Fri plus 24 hour voicemail.
- Call with your availability on a weekly basis.
- Professional attire required at all times (unless otherwise specified).
- Additional resources are available at: www.lakeshorestaffing.com

Simple concept, powerful results **energy**



The Lakeshore Companies

People • Passion • Energy

Simple concept, powerful results **people**

Welcome

We're pleased you've chosen to be a part of the Lakeshore Team, where YOU are Lakeshore's biggest asset. We understand that finding a job can be a full-time job in itself. Therefore, we are excited that you chose to team up with our Company and we hope that you will be with us for many years to come. We offer a variety of employment opportunities, including, but not limited to the following positions:

- Executive Assistants and Administrative Assistants
- Receptionists and Customer Service Reps
- File Clerks, Mail Clerks and Data Entry Operators

Simple concept, powerful results **passion**

Software & Skills Training

Our training program is one of the most thorough in the industry with classes that can be taken anywhere there is an Internet-connection even from the comfort of your own home. Classes offered through this FREE program include:

- Microsoft Office Courses (ie: Word, Excel)
- General and specific clerical and software courses

Benefits

Insurance

Lakeshore, partnering with a major insurance provider, offers you Medical, Dental, Life and Short-term disability insurance. To qualify, an employee must work six consecutive weeks with a minimum of 20 hours per week.*

Employee 401(K)

Lakeshore offers 401(K) to employees who have worked one year and have accrued 1,000 hours for that year. For eligibility details contact our HR Department.

Referral Bonuses

When you refer an employee to Lakeshore you will be entitled to a bonus. The employee must have worked a minimum of 160 hours. For further information please visit our website

Pay Day

Three ways to Get Paid

We offer three ways in which you can receive your pay from Lakeshore. Pay Day is every Friday for hours worked in the previous week.

- Direct Deposit
Get paid automatically with Direct Deposit. Signing up is simple! Ask your Staffing Manager about this today.
- Payroll Card
Works just like a ATM or debit card. This card can be used nationwide at more than 224,000 ATMs and more than 895,000 retailers. Visit: www.moneynetwork.com
- Traditional Check
We also offer a traditional check for your convenience. Checks are available for pickup each Friday at 7:30 am.