

# Your trusted partner for Administrative talent

Addison Group



## About Addison Group

Addison Group is a leading professional services firm specializing in talent solutions (staffing) and consulting services, offering a full suite of capabilities across multiple practice areas.

Our team staffs all types of administrative positions, including customer service, legal, facilities support, and everything in between.

We're a full-service Administrative support provider offering a boutique experience with national reach.

If you need an expert in office management or the right Executive Assistant, or you need to bring on a Paralegal, we'll work closely with you to find the right fit.

## The Addison Group difference

We know that great teams start with great people.

That means we focus on quality, not quotas. It means we're laser-focused on seeing candidates beyond their resumes to understand their goals and make sure they align with your mission. It means working with you to get detailed insights on your teams so we can find people who fit, not just who's available. **No one gets talent like Addison Group.™**

Let's talk.

## A full range of services

- Contract
- Contract-to-hire
- Permanent placements
- Executive search

## Types of roles we fill

- Administrative Assistant
- Customer Service
- Data Entry
- Executive Assistant
- Facilities Manager
- Office Manager
- Receptionist
- Sales Assistant
- Project Coordinator
- Office Coordinator

## Accolades



2023

**Largest Office/Clerical  
Staffing Firms in the US**

Forbes America's Best  
Recruiting Firms 2024

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