



divine*

STAFFING SERVICES

QUALITY • GUARANTEE • EXPERTISE

divinestaffing.com

***“We find the right person,
for the right job, at the right company,
at the right time,
anywhere in the world.”***

MEMBER



American Staffing Association



Association of
Executive Search
Consultants

*Certified MBE



Who We Are

divine Staffing Services is a premier provider of human capital solutions with services ranging from temporary contract work to temp to hire placement, permanent placement and executive search.

We personally interview, evaluate candidate profiles, conduct individualized candidate skill assessments, check selected references and perform pre-employment background and drug screening for candidates to ensure they meet your specifications.

We can help you locate highly skilled professionals by utilizing our state-of-the-art technology – Candidate Management & Rating System. divine's team of experienced and dedicated recruiters is committed to matching your specific needs and providing the best possible solutions.

We believe in finding top quality candidates to fulfill your employment needs. By providing the right people, for short-term or long-term assignments, we are focused on providing efficiency and productivity to your organization.

Currently operating out of three office locations in Southern California, we look forward to creating a mutually benefiting partnership with you.

divine Staffing is a certified Minority Business Enterprise by the Southern California Minority Business Development Council.





Your Staffing Options

divine is committed to providing the best and most cost-effective options

Temp To Hire

Once our clients provide us their detailed job specifications, divine provides the most qualified, pre-screened candidates who meet those specifications. Candidates possessing a broad range of executive skills can serve short-term or long-term tasks, and can be hired as a regular associate during the task.

Direct Hire

After the initial screening and interviews of initial applicants according to requirements, our clients will interview the best candidates and then make the final decision. Once the candidate is hired, they will officially be placed on a payroll as a regular associate.

Recruiting

divine secures only the most qualified individuals with the necessary knowledge and experience who can bring positive results to organizations. We provide both Temp To Hire and Direct Hire employees for key administrative positions including:

Administrative Assistant
Customer Care Specialist
Data Entry Office Support
Executive Assistant
Marketing Analyst
Office Manager
Receptionist
Sales and Marketing
Call Center Representative
Information Technology
Engineering
Account Clerk
Finance
Banking Personnel

Duplicating & Mail Clerk
Finance Officer
Financial Analyst
General Officer
Loan Officer
Payroll Clerk
Purchasing Clerk
Research Assistant
Urban Planner
Microcomputer Technician
Auditor
Buyer
Contract Specialist
Contract Compliance



Other Services

Skill Assessment Tests

divine Staffing utilizes skill assessment tests available in order to evaluate a candidate's performance. The list of assessments includes the following:

Filing Skills
Grammar
Spelling
Basic Math
Microsoft Office
QuickBooks
Data Entry 10 key
Typing – General
Writing Sample – Technical

General Accounting
Financial Management
Credit Analysis
Loan Officer Skills
Mechanical Engineering
Macintosh Basics
Marketing Fundamentals
QuarkXpress
.Net Programming – C#

Background Checks

We provide our clients the best and most cost-efficient background screening services available. There are several options and custom packages that fit their needs on a daily basis, which is our top priority in maintaining professionalism. Not only does divine secure only the most qualified individuals with exceptional skills within their specific field to our clients, but we also make the workplace a safe environment.

Package 1

County Seat Felony & Misdemeanor
National Criminal File
Social Security Verification

Package 2

National Criminal File
Social Security Verification

Additional Services

Education Verification
Previous Employment
Credit Report
Present Employment



Office Locations



divine Staffing Services Main Office

Cerritos Corporate Tower
18000 Studebaker Rd. Suite 285
Cerritos, CA 90703
Phone: 562.809.0090
Fax: 562.809.2015



Los Angeles Satellite Office

Westwood Tower
10940 Wilshire Blvd., Suite 1600
Los Angeles, CA 90024
Phone: 310.824.0121
Fax: 562-809-2015



Orange County Satellite Office

Wells Fargo Tower
2030 Main St. Suite 1300
Irvine, CA 92614
Phone: 714.808.0063
Fax: 562-809-2015

Memberships

American Staffing Association
Association of Executive Search Consultants
Professional in Human Resources Association
Society for Human Resource Management
US Chamber of Commerce
Cerritos Chamber of Commerce
Long Beach Chamber of Commerce
Irvine Chamber of Commerce