



# THE PREMIER GROUP

FLEXIBLE STAFFING ■ WORKFORCE MANAGEMENT ■ COST-EFFECTIVE SOLUTIONS





“Time can’t be managed. But what can be managed are our activities and how we ‘spend’ time. And all the experts agree: managing our activities begins with planning. So by knowing what’s important for us - planning our work and working our plan - we become wise managers.”

*-Wynn Davis*



An overhead view of a business meeting with several people in professional attire sitting around a table, looking at documents and laptops.

## Introducing **The Premier Group**

**FLEXIBLE STAFFING.  
WORKFORCE MANAGEMENT.  
COST-EFFECTIVE SOLUTIONS.**

---

At The Premier Group, we work with smart companies...companies that appreciate the value of time and money.

Our role is to help our clients plan intelligent staffing strategies - strategies that provide on demand access to talent, reduce labor costs, and improve control over the staffing process.

From flexible staffing models that match employment levels to workflow, to complete workforce management solutions that provide real-time control over the entire staffing function, Premier can provide you with the resources and expertise to staff your company faster, easier and more cost-effectively.



## FLEXIBLE STAFFING

To reduce costs, manufacturing companies employ just-in-time inventory systems. At Premier, we do the same thing with staffing. Our flexible staffing solutions provide on demand access to highly talented professional and support personnel.

We can supply the people you need, when you need them...and ONLY for as long as you need them...allowing you to get more done while minimizing your overhead.

The Premier Group can provide you employees on a **temporary, temp-to-hire, direct hire** and **payrolling** basis in the following disciplines:

### Business Support

- Office support
- Mailroom
- Hospitality
- Production, distribution & assembly

### Legal Support

- Legal administrative support
- Paralegal staffing
- Attorney staffing

### Accounting, Investment Banking & Financial Services

- Accounting services
- Financial services
- Investment banking services
- Banking

### Medical Support

- Medical administrative support
- Medical financial support
- Clinical staffing



## Real-Time Results

Through Premier Online you'll have secure access to:

- Pending candidate orders
- Complete assignment information
- Create and submit new order requests
- Customized Reporting
- Manage purchase orders
- Search current and past invoices
- Create and customize timecards at the departmental level
- Search candidate database

## WORKFORCE MANAGEMENT

Staffing has become an increasingly complex process. Without effective control systems, expenses can get out of hand and quality can suffer. At the Premier Group, we offer state-of-the-art workforce management solutions to help companies intelligently manage their staffing functions.

Our systems integrate your major staffing activities, including employee requisition, time tracking, quality measurement and usage reporting. We can provide you real-time enterprise-wide information on staffing to enable you to better manage your time and control expenses.



# PREMIER ONLINE

Customer Portal	Employee Portal	Vendor Management
<b>Search</b> -- View available or previously assigned candidates	<b>Communication</b> -- View announcements and personal messages from personalized employee home page	<p>The Premier Group Web Center comes equipped with an independent vendor management system module (VMS). The VMS module provides centralized staffing process management for both vendor neutral and traditional managed service engagements.</p> <p>Key features of the VMS include:</p> <ul style="list-style-type: none"> <li>• Streamlined candidate requisition (best candidate practices)</li> <li>• Standardization of bill rates by position</li> <li>• Supplier invoice pay/reconciliation</li> <li>• Real-time customized reporting</li> <li>• Multiple site management</li> <li>• Secondary supplier management</li> <li>• Electronic time submission &amp; verification</li> <li>• Biometric time and attendance interface</li> </ul> <p>The Premier Web Center VMS allows you to centralize your candidate requisition process and improve control over your total expenditures for both full-time and contract personnel.</p>
<b>Candidates</b> -- View status of all pending candidate orders	<b>Assignments</b> -- View past, current and scheduled assignments	
<b>Jobs</b> -- Create and submit new order requests and view and extend existing orders, complete assignment information and receive a weekly "head count"	<b>Payroll</b> -- View check history, year-to-date information and check details	
<b>PO</b> -- Track purchase order status by dollar amount or expiration date	<b>Timecards</b> -- Submit timecards for approval and view status of authorization process; edit current timecards and view past timecards	
<b>Invoices</b> -- Search past and recent invoices; view account receivable summaries; drill down for invoice details		
<b>History</b> -- Advanced search capabilities to view detailed order history		
<b>Timecards</b> -- Create and customize timecards at the department level; approve or decline submitted timecards; search and view stored timecard details		
<b>Reports</b> -- Download up-to-the-minute custom reports		



## EXPERIENCE THE PREMIER DIFFERENCE

---

At The Premier Group, our top priority is providing you with the most qualified people and cost-effective staffing solutions. To ensure excellence, we rely on a combination of the latest industry-leading technology, experience, and old-fashioned commitment to service.

You'll see the difference in our approach. You'll see the difference in our people. And most importantly, you'll see the difference in the total value we deliver.

To learn more about The Premier Group, visit us online at **[www.thepremiergroup.com](http://www.thepremiergroup.com)**.



“I was very impressed by the professionalism and desire to work displayed by your staff. The Premier Group was wonderful to work with and did very well keeping control of every situation.”

*HR Manager,  
National Events  
Management Company*

“The Premier Group’s response time is great and the candidates are consistently good. It really makes my job easier having the Premier team there. I know that when we have our 2005 Personnel hiring push that I don’t need to worry.”

*HR Manager,  
Pharmaceutical Manufacturer*





FLEXIBLE STAFFING ■ WORKFORCE MANAGEMENT ■ COST-EFFECTIVE SOLUTIONS

### **Corporate & White Plains Office**

One North Broadway, Suite 704  
White Plains, NY 10601

Client Line: 914-428-2255

### **Danbury Office**

100 Mill Plain Road  
Danbury, CT 06810

Client Line: 204-743-4076

### **New York City Office**

275 Madison Avenue, 1618  
New York, NY 10016

Client Line: 212-986-2828

### **Rutherford Office**

The Columns, 47 Orient Way  
Rutherford, NJ 07070

Client Line: 201-939-9421

[www.thepremiergroup.com](http://www.thepremiergroup.com)

