

BACK BAY STAFFING GROUP

A Legacy of Quality Staffing

617.262.1313

A division of CQ Personnel, Inc.



www.backbaystaffinggroup.com

INTEGRITY + DIVERSITY

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Why Back Bay Staffing Group?

Since 1987, our mission has been to develop and grow your practice or business by supporting and encouraging talent, promoting diversity and creating new opportunities .

Your Firm's Success Depends on Hiring the Right Candidates.

Your company's growth is dependent upon having the right team in place. At Back Bay Staffing Group, we understand both sides of the equation - the employer and the employee. By examining all aspects of the hiring and screening process, we ensure the most optimal fit between the company and the candidate.

We are Gatherers of Intelligence.

When you partner with Back Bay Staffing Group, you'll save time. Given the costs associated with advertising, you'll also save money. Our trained professionals have access to a wide array of talent; the knowledge to perform thorough resume and background checks; and the expertise to screen and interview candidates.

Not all Staffing Agencies are Created Equal.

25+ years' experience allows us to better determine cultural suitability to a given office environment, size and location. Our insight into current benchmarks and trends helps us excel in the recruitment and placement of the best and brightest professionals for you organization.

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Placement Specialties

Our specialty groups provide direct hire, executive search, temporary staffing, contract consulting and contract-to-hire solutions as well as payroll services to law firms, corporations, healthcare institutions, emerging growth companies, government agencies and Fortune 500 businesses across all market sectors and industries .

- ✓ Government Services
- ✓ Legal
- ✓ Financial
- ✓ Human Resources
- ✓ Administrative
- ✓ Technologies
- ✓ Events

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Government Services

Recognized and valued as a premier staffing partner to many of the country's top government contractors, integrators and consulting firms, Back Bay Staffing Group's Government Services division supports the public sector offering the most skilled contractors.



Recent Client List

Health & Human Services
Naval Hospital Camp Pendleton
Center for Health Policy Research
Securities & Exchange Commission
Department of Developmental Services
Homeland Security
Federal Office of Veterans Affairs
UMass Medical, State of Massachusetts
Commonwealth of Massachusetts



Contract Holder
ContractGS- 07F-0645X

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Legal

Our mission is to develop and grow your practice with specialty areas in **Investment Management, Patent, Transactional, Litigation and Estate Administration**. We specialize in the recruitment and placement of legal professionals whose expertise is unmatched in the field. Our professionals aggressively pursue the best and brightest legal talent who provide these services:

- Attorney
- Paralegal
- Legal Secretary
- Litigation Support
- E-Discovery
- Legal Help Desk
- Document Review
- Seasonal needs
- Court Reporting & Transcription



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Financial

Back Bay Staffing Group's Financial Division focuses on the direct hire and temporary placement of financial professionals including **Bank Auditors, Forensic Accountants, CPA's, CFO's, Senior Accountants, Accounting Staff and Payroll Administrators.**



Banking
Audit
Compliance

Accounting & Finance
Public Accountants
Funds & Investments

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Human Resources

Back Bay Staffing Group HR partners with clients to address the diverse staffing needs of their evolving HR departments. Our consultants work closely with client organizations to assess each unique situation and deliver the area's best HR professionals on a contract, direct hire or completely outsourced staffing basis.



- **Staffing** Recruiters, Recruiting Support
- **Strategists/Generalists** HR Managers/Directors/Vice Presidents, HR Representatives
- **Compensation** Compensation Analysts, Compensation Managers/Directors/Vice Presidents
- **Benefits** Benefits Administrators, Benefits Specialists, Benefits Managers/Directors
- **HRIS** HRIS Analysts
- **Payroll Services**

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Administrative

Through careful recruitment and meticulous screening, the Back Bay Staffing Group places only the highest quality support personnel for law firms, corporations, government agencies, educational institutions, health services and small businesses.



- Administrative Assistants
- Accountants
- QuickBooks
- Convention Temps
- Financial Analysts
- Office Managers
- Receptionists
- AP/AR
- Data Entry Clerks
- Technicians
- Medical Staff
- Customer Service Representatives
- Call Center Personnel
- Media Specialists
- Graphic Designers



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Technologies

Our Technologies division is a national IT staffing organization operating across all industries to provide contract, direct hire, consulting and project management services to top companies and their IT departments.



- Application & Systems Architecture
- Business Systems Analysis
- Data Architecture
- Database Administration
- Desktop Support
- ERP
- Help Desk
- LAN/WAN Support
- Network Administration
- Network Engineering
- Project Management
- Quality Assurance
- Software Development
- System Administration
- Technical Writing
- Training
- Web Development

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Events

When you prepare for your upcoming conference, let Back Bay Staffing Group help you. We have the expertise, local contacts and venue know-how to support you and make your event a smashing success!

Our agency has been an experienced partner of event management companies and organizations hosting conventions, since 1987. We provide the highest quality personnel to meet your staffing needs, including:

- Badge Checkers
- Bag Stuffing
- Bartenders
- Bonded Cashiers
- Catering Staff
- Data Entry
- Greeters
- IT Help Desk
- Line Manager
- Product Demonstrators
- Registrars
- Room Monitors
- Servers

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Company History

Founded on a clear vision of building long-term relationships between our clients and candidates, the Back Bay Staffing Group has earned its reputation as a trusted staffing solution for law firms, corporations, healthcare services, small businesses, and government agencies.

In 2013, the Back Bay Staffing Group was formed to combine the service offerings of CQ Personnel and the MacPherson Group. The company continues to support and encourage talent, promote diversity and create new opportunities. Servicing some of the nation's largest companies, law firms, state and federal agencies, the Back Bay Staffing Group prides itself on being a true partner in helping organizations grow, solidly and wisely.

In 1992, the MacPherson Group was formed as a result for a high demand of legal professionals in major law firms, insurance and financial service companies, and biotech and patent firms. The MacPherson Group's goal was to recruit from sources that enhance and embrace equal opportunity. Many companies relied on the MacPherson Group to place multiple legal professionals within a 24-hour turnaround time simultaneously meeting diversity staffing needs. In 2009, the MacPherson Group was named one of the largest temporary placement firms by Boston Business Journal.

CEO, Joni Lee Rossi, formed CQ Personnel in 1987. CQ Personnel's core mission is to open doors and support all talented, ambitious employees and companies striving to create and take advantage of new opportunities. CQ Personnel's commended record of client satisfaction is built on a strong foundation of customer service and relentless commitment to integrity and diversity

Also, the Back Bay Staffing Group offers a Vendor Management Solution, CQ/VMS Global. The VMS is built to provide a space where hiring managers, vendors, and subcontractors can easily communicate and track jobs and candidates. CQ/VMS Global provides on-demand, easy to use and cost effective resources for direct placement and temporary staffing.

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Our Commitment to Diversity

The company's CEO, Joni Lee Rossi, served on the Affirmative Market Program Advisory Board of Massachusetts. Rossi is now a board member of the Supplier Diversity Office. Rossi's company, CQ Personnel has served the Commonwealth of Massachusetts and the federal government as a certified WBE vendor placing administrative, IT and legal staff in jobs since the late '80s. Prior to that, her firm was one of the original staffing agencies chosen to serve as a diversity vendor to Bechtel/Parsons. In the mid-90's, CQ Personnel was tasked with training Welfare to Work Recipients through the Massachusetts Skills Plus Program, successfully placing 80% of trainees in gainful employment.

Rossi has long been an advocate and mentor to minority and women-owned businesses. In 2002, she was chosen to address a group of minority and women-owned businesses about "Best Practices for Bidding on State Contracts" for the Commonwealth's Affirmative Market Program. Women's Business Journal published Rossi's article, "Make Hiring Easy- Rely on an Agency," in which she addressed the provocative topic of background checks. In 2010, Rossi won the "Woman of Action" award from the esteemed Boston Women's Fund in recognition of her advocacy for justice and opportunities for women and girls.

In 2000, CQ Personnel was chosen as MetLife's Diversity Supplier. In 2011, Rossi was awarded a Governor's Citation in recognition of CQ Personnel's service and commitment to the Supplier Diversity Program and her successful completion of the Massachusetts Supplier Diversity Office Future Workshop.



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Back Bay Staffing Group's Service Guarantee

Back Bay Staffing Group responds quickly and efficiently in finding qualified, dependable, and highly-skilled temporary personnel.

Same day service allows Back Bay Staffing Group to provide you with top candidates for last minute needs or emergencies.

Back Bay Staffing Group's commitment to diversity is unmatched. Our policy is to promote equality in a manner that develops and strengthens community bonds to ensure diversity-staffing needs are being met.

Back Bay Staffing Group recruits temps from a variety of diverse resources, both regional and national.

Back Bay Staffing Group maintains strict screening policies including mandatory testing and review of work history, competencies and proven track record.

Back Bay Staffing Group adheres to a strict policy of timely notice. Back Bay Staffing Group will confirm or announce non-availability of an assigned individual within 2 hours after a request is made for services that will commence the next business day.

Back Bay Staffing Group offers a competitive benefits package to its temp workers, including paid vacation, holiday pay, free training, and unlimited ongoing support.

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Our Value Proposition

Our unique value proposition includes on-call temps, diversity training, payroll services, timely notices, purchase orders, accurate invoices, group time cards, hiring, placement strategy, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, training, and outplacement.

By partnering with the Back Bay Staffing Group, our clients realize corporate growth and revenue increases. Part of the Back Bay Staffing Group's unique value proposition is that we are gatherers of intelligence. We want to save you valuable time and resources by doing our homework before putting a candidate in front of you. If you are looking for a true partner to help grow your business, please contact the Back Bay Staffing Group today at 617-262-1313.

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