**Please note: This is updated content to use.**

**Instructions:**

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**Cover Panel**

**Cover photo: Use African American lady in the dark blue blouse   
Text: Specializing in administrative & HR talent**

**Panel**

About Us

Carolina Office Recruiters is a recruiting and search firm that specializes in providing top-notch administrative and human resources talent. We provide best-in-class talent to companies seeking to attract and retain the best employees, simplify their recruiting process, increase efficiency, and optimize productivity.   
  
Each search is customized based on the client's requirements. We provide quality, timely, and efficient services.  Our recruiters are highly skilled in identifying, screening, interviewing, and assessing candidates across various industries. We develop a partnership with our client and candidate in order to make the recruitment process a success for both parties.

**Panel**

A Trusted Recruiting Partner

We have over 20 years of recruiting and human resources experience. Our recruiters have the expertise, insights, and passion to bring value-added recruiting services to your company.   
We have a track record of excellence.

Why Choose Us?

- Dedicated to admin & HR recruiting

- Highly qualified talent network

- Comprehensive pre-screening

- Simplified recruiting process

- Reasonable placement fees

- 90-day replacement guarantee

Our Mission

We have a two-fold mission. We help companies hire the best administrative and human resources staff to help meet organizational goals and cultivate a highly engaged, productive workforce. We also help job seekers find fulfilling employment with awesome companies.

**Panel**

We offer stellar administrative and HR talent. Positions that we fill include:

* HR Assistant
* HR Coordinator
* Recruiting Coordinator
* HR Specialist
* HR Generalist
* HR Consultant
* HR Manager
* HR Director
* Employee Relations
* Talent Acquisition Consultant
* Recruiter
* Benefits Specialist
* Compensation Specialist
* Training Specialist
* Learning & Development Consultant
* Diversity & Inclusion Consultant
* Administrative Assistant
* Executive Assistant
* Office Manager

**Panel**

We provide customized recruiting and consulting services.

Requisition management

Position & candidate profiling

Sourcing resumes

Writing and placing job postings

Screening & interviewing candidates

Shortlisting candidates

Candidate assessment

Coordinating interviews & debriefing

Candidate dispositioning & updates

Applicant tracking

Job offer & salary negotiation

Offer letter & new hire paperwork

Due Diligence

New hire check-in surveys

**Contact Us Panel**

**Insert logo**

**Insert a photo (optional)**

To learn more or request a free consultation, contact us today.

Phone to be determined

Email to be determined

Website – to be determined