**Madison Staffing Services Job Listings**

**As of January 2016**

Madison Staffing Services helps employrs find suitable employees to fill job openings on a temporary or project basis. Many companys prefer to hire employees through a staffing service, so that both the employer and the employee can determine if the match is a good fit. Madison Staffing Services takes care of the administrative details of recruiting, testing, hiring, and paying the employee. At the the end of the employment assignment, neither the employer nor the employee are required to make a permanent commitment, although many individuals find full-time jobs with an employer for whom they initially worked through an staffing agency.

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| **New Job Listings** |  |  |  |
| **Job Title** | **Type of Business** | **Location** | **Skills/Experience Required** |
| Computer Application Specialist | City Government | Fitchburg | Knowledge of XML, Visual Basic, Cisco commands; writing and documenting programs |
| Customer Service Representative | Real Estate Agency | Madison | Knowledge of Microsoft Office, good time management and phone skills; experience in real estate preferred |
| Field Sales Representative | Lighting Products Company | McFarland | Excellent computer and communication skills; some sales experience desired |
| Insurance Biller | Dental Office | Madison | Training provided; some experience in dental or medical billing required |
| Office Assistant | Manufacturing Company | Madison | Training provided; high school diploma required; must be bilingual in Spanish and English |
| Personal Assistant | Marketing Company | Deerfield | Good organizational skills; flexibility in work hours; available for travel |
| Receptionist | Law Office | Madison | Good interpersonal and communication skills; proficiency using Microsoft Word and Excel; able to multitask |