

WILLIS GROUP

C O M P A N I E S

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DONOVAN WATKINS

ACCOUNTING, FINANCE, LEGAL & ADMINISTRATIVE

www.donwat.com

EnSTREAM GLOBAL

ENGINEERING & DESIGN

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SEIS STRAT

GEOSCIENCES & ENGINEERING

www.seis-strat.com

FACILITEK SERVICES

IT CONSULTING

www.facilitekservices.com

FOR MORE INFORMATION ON OUR OTHER COMPANIES PLEASE VISIT OUR WEBSITES

Donovan & Watkins Personnel Staffing
1400 Post Oak Blvd., Suite 100
Houston, TX 77056
713.547.4400 / 713.547.4410 FAX
www.donwat.com



When it has to be right...

DONOVAN WATKINS

PERSONNEL STAFFING

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Staffing at work for you

TURN TO DONOVAN & WATKINS STAFFING SERVICES... When it has to be right.

DONOVAN & WATKINS has presented exceptional candidates to Houston's firms since 1982. Our primary objective is to assist you in meeting your critical demand for qualified direct and contract-to-hire staffing needs. We specialize in staffing the following industries: clerical and administrative; legal; accounting and finance; and other professional positions.

We concentrate on learning your company's unique requirements and matching those needs with the skills and experience of the appropriate support professional.

HOW WE SOURCE OUR CANDIDATES

A large, diverse selection of personnel is available to your company at any time. The following candidate resources are utilized by Donovan & Watkins:

STRONG REFERRAL BASE

Referrals are received from clients as well as candidates who are familiar with the quality of our service. Referrals represent the majority of our candidate base.

RECRUITING AND CAMPUS RECRUITING

Direct recruiting efforts yield candidates not currently registered with Donovan & Watkins. These efforts are enhanced by our involvement within organizations such as: Dress for Success, Financial Executive Networking Group, Association of Division Order Analysts, Texas Society of CPAs, The Reveille Club and Women's Finance Exchange. Additionally, Donovan & Watkins participates in on-campus recruiting at universities throughout the state of Texas.

QUALITY ASSURANCE

Donovan & Watkins develops close relationships with its customers and candidates to ensure that all requirements are conveyed and skills are thoroughly assessed. Our application process for direct and contract to hire employment includes: eSkill software evaluation, personal interview, reference check, education verification, and an extensive background check. Upon our customer's request we also offer credit checks and drug screenings.

It is Donovan & Watkins' goal to provide the highest quality and most qualified candidates available in today's market.

flexible solutions for your staffing needs

ACCOUNTING AND FINANCE

- Accounting Clerks
- Accounting Managers
- Bookkeepers
- CFOs / VPs / Treasurers
- Controllers
- Financial Analysts
- Staff / Senior Accountants

ADMINISTRATIVE AND CLERICAL

- Administrative / Executive Assistants
- Data Entry / File Clerks
- Office Management / Human Resource Staff
- Receptionists

LEGAL

- Administrators
- Attorneys
- e-Discovery Staff
- Paralegals / Legal Secretaries

