



SEARCH SERVICES



Professional Recruiting and Staffing Solutions

Direct Hire

Retained Search

Temporary Staffing

Search Finance, Search Technology, Search Support



SEARCH SERVICES

CONNECTING YOUR BUSINESS TO THE HUMAN CAPITAL YOU NEED

Through its three divisions: Search Finance, Search Technology, and Search Support, Search Services is firmly established as the premier recruiting and staffing agency in the Greater Houston Area. Since our founding in 1999, thousands of Houston companies consider us a vital, strategic resource because of our ability to deliver Houston's most sought after professionals.

We recognize that human capital is often a more critical asset than financial capital, so our mission at Search Services is to become an indispensable partner to our customers by helping them fulfill their hiring goals. To achieve this we seek to build our relationships on sound and professional judgment, effective communication, and a commitment to quality in our own employees.

Our recruiting expertise lies in the areas of accounting and finance, information technology, human resources, and administrative support. Service offerings in each division include contingency direct-hire search and placement, temporary staffing, and retained search.

SEARCH FINANCE

BUILDING ACCOUNTING TEAMS ACROSS HOUSTON

ACCOUNTING & FINANCE SOLUTIONS

Our Search Finance division focuses on positions in all areas of accounting and finance. The Search Finance team of recruiters is made up of degreed accountants with public accounting or industry experience, who have obtained various certifications such as the CPA. Additionally, the majority of our team has a history of working for Big Four accounting firms. Given our extensive understanding and hands-on experience, Search Finance provides an acute knowledge of the job market and current demands, and has a significant and vast list of professional contacts.

- Energy & Energy Services
- Manufacturing / Distribution
- Healthcare
- Private Equity
- Family Offices
- Retail
- Professional Services

ACCOUNTING & FINANCE

- CFO
- CONTROLLER
- ACCOUNTING MANAGER & SUPERVISOR
- SENIOR & STAFF ACCOUNTANT
- PLANT CONTROLLER
- COST ACCOUNTANT
- VP / DIRECTOR OF TAX
- TAX MANAGER & SUPERVISOR
- TREASURER
- CREDIT & COLLECTIONS MANAGER
- VP OF INTERNAL AUDIT
- DIRECTOR & MANAGER INTERNAL AUDIT
- SENIOR & STAFF INTERNAL AUDITOR

ADMINISTRATIVE, CSR, & HR

- ACCOUNTING CLERK
- ACCOUNTS PAYABLE / RECEIVABLE
- CREDIT / COLLECTIONS
- OFFICE MANAGER
- BOOKKEEPER
- ADMINISTRATIVE ASSISTANT
- EXECUTIVE ASSISTANT
- RECEPTIONIST
- HR MANAGER / HRIS
- HR GENERALIST / RECRUITER
- PAYROLL
- CUSTOMER SERVICE
- PROCUREMENT & LOGISTICS
- MARKETING AND SALES
- DATA ENTRY / FILE CLERK
- MORTGAGE
- MEDICAL BILLING & CODING

INFORMATION TECHNOLOGY

- CIO & CTO / EXECUTIVE LEADERSHIP
- PROJECT MANAGEMENT
- CLOUD
- TECHNICAL / BUSINESS ANALYST
- DATABASE ADMINISTRATION
- APPLICATION / MOBILE DEVELOPMENT
- QUALITY ASSURANCE / TESTING
- BUSINESS INTELLIGENCE
- ERP / CRM
- NETWORK / SYSTEMS ENGINEER
- SECURITY
- TECHNICAL SUPPORT



SEARCH SUPPORT

STAFFING CRITICAL SUPPORT TEAMS

ADMINISTRATIVE, CUSTOMER SERVICE, & HR SOLUTIONS

Search Support specializes in placing administrative and accounting professionals on a temporary, temp-to-hire and direct hire basis. Building on the reputation of our sister divisions, we have positioned ourselves as a key partner to our clients. We have a strong pulse on the Houston job market and talent pool. This allows us to assess our clients' needs, advise them of the right hiring path, and ultimately provide them the best talent for their open position. The skilled talent that we match to our client engagements have each been extensively vetted to meet the needs of our clients.

- Quick Response Time
- Flexible Solutions
- Excellent Retention

SEARCH TECHNOLOGY

YOUR END TO END IT RECRUITING RESOURCE

INFORMATION TECHNOLOGY SOLUTIONS

Search Technology focuses on direct hire, temporary, and temp-to-hire positions in all areas of technology. We have proven to be an indispensable partner to our customers because of our combined 75 years of recruiting experience in this division alone, our extensive network and our strong technology expertise. We recognize that nothing can replace hard work, a strong focus, and a personal touch in assisting our clients and candidates.

- Industry Technology Experts
- Deep & Comprehensive Candidate Database
- Strong Vetting of Technical Skills



IDENTIFY & RECRUIT TOP TALENT

EXTENSIVE SCREENING

THOROUGH BACKGROUND CHECK & TESTING

BEST IN CLASS TIME & EXPENSE SYSTEM

CREATIVE & EFFECTIVE RETENTION TOOLS

Collectively, the recruiting team at Search Services has over 200 years of recruiting experience in Houston, Texas. Simply put, Search Services is Houston's best *recruiting* talent representing Houston's best *professional* talent in the areas of accounting & finance, information technology, HR, and administrative support.

As a company, we hold the values of integrity, honesty and quality in the highest esteem. Quality Matters not only to us but to our customers as well, so our commitment to it is a fundamental part of our DNA. This commitment has allowed us to not only attract the best recruiting team in the city, but also to represent the best talent...because Quality Inspires. Good things happen when you work with Quality People.



6575 West Loop S., Ste. 180
Houston, Texas 77401

713.838.1600
www.searchsvc.com