



ADMINISTRATIVE SERVICES

PITTMAN CONSULTING GROUP, LLC

provides strategic administrative support services to our commercial, local, state and Federal government clients. Our management team has extensive experience and will assist you in ascertaining your administrative support needs, develop a solution and ensure that your office, program and/or organization runs smoothly. Our talent is highly skilled, efficient and goal focused.

FEDERAL GOVERNMENT SOLUTIONS

Pittman offers a full range of administrative support services to local, state and Federal governments. We recognize that administrative support services are essential to the success of every organization's mission. Every team member represents an investment and only when the most qualified professional is hired, can you maximize the value of that investment. Our unparalleled commitment to meet your requirements, combined with our innovative recruiting strategies allows us to accurately place our professional and loyal team members within your organization. Through staff augmentation, we provide our Government clients with qualified, verified, and exceptional administrative talent.

RECRUITMENT PROCESS

Pittman's recruitment process provides a strategic, value-based recruitment solution. We recruit professional and administrative talent including NACI and Security Cleared individuals. Our recruitment process is customizable to fit the unique requirements of your organization, enabling a selection from a variety of flexible service options to help you meet your objectives. We maintain a 100% fill rate on our contracts by using innovative methods to hire and qualified, trained, and cleared professionals.

D5 GH'D9 F : FORMANCE

HALENT: OCUS'5 EAS

Administrative Assistants
Administrative Coordinators
Customer Service Representatives
Executive Assistants
Office Managers
Office Administrators
Special Events Coordinators
General Clerks
Receptionist
Procurement Professionals
Program Analyst
Management Analyst

Bookkeepers
Accounting Clerks
HR Specialist
Secretaries
HR Assistants
Payroll Specialists
Audit Clerks
File Clerks
Program Managers
Billing Coordinators
Data Entry Clerks

NAICS

- 541611** Administrative Management Services
- 541612** Human Resources Services
- 541990** All Other Professional, Technical and Scientific Services
- 561110** Office Administrative Services
- 561311** Employment Placement Agencies
- 561320** Temporary Help Services
- 561499** All Other Business Support Services

COMPANY SNAPSHOT

SBA Case#: 307978

8(a)Expiration: 11/2026

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