

The Historic Fred Building  
220 College Ave Ste 521 Athens,  
Georgia 30601

**N.E. Georgia**  
Temporary Service, Inc  
“Providing excellent service for 38 years”

(706) 549-0704  
info@negatemps.com

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## Capability Statement

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**Started in 1983**, NE Georgia Temporary Service, Inc. (NEGA Temps) is a female-owned employment and staffing agency. NEGA Temps specializes in providing well-qualified temporary to permanent clerical and light industrial employees, with a strong work force in administrative assistants and IT workers. NEGA Temps provides staffing for mid-sized and large companies beginning with those whose annual sales are \$10 million and higher.

**NEGA Temps’ values** are fairly simple and have been around for hundreds of years—have the best customer service in place by all the staff members and applicants; treat the client’s business as if it were our own; do not send clients that we would not want in our own place of business; be courteous, kind and respectful to everyone. NEGA Temps wants to maintain the same level of respect that it has earned from clients and workers since 1983.

**NEGA Temps’ vision** is to provide the greatest customer service in the history of the staffing industry and to be the very best small business in the southeast. We accomplish this by keeping integrity and never forgetting that everything can be taken away at a moment’s notice. We keep the client in mind by offering an **unconditional four hour guarantee** on all of our temporary employees. If we send a temporary employee to a client and client is not fully satisfied, we will re-evaluate the assignment and replace the temporary worker immediately. Our goal is to continuously fulfill our promise of excellence by providing superior staff, delivering paychecks, and collecting time sheets from the client, no matter how small the account and regardless of location.

**NEGA Temps’ purpose** is to make sure that every person in the southeast is employed by being matched perfectly to the best employer. NEGA Temps does not base hiring on an applicant’s age, race, religion, national origin, or sex—in no way will any applicant be identified by the above criteria. We function under the Federal Human Rights Law, which strictly prohibits the applicant being identified by the above criteria. It has been our practice to work with all applicants who have quality skills and qualify for the assignment regardless of age, race, religion, national origin or sex.

NEGA Temps always remains flexible in the area of determining client needs for personnel. We feel that we have a commitment to the client to be flexible and creative.

### **Special Services:**

**Emergency Service-** When the number of workers you need for a particular department, program or project does not show up through normal absenteeism, you can supplement your work force with temporaries. We have a number of employees available on a “stand by” basis at reasonably short notice. In most cases, we can have a qualified employee at your door within 45 minutes of your call. Additionally, we constantly reevaluate our employees through feedback provided by our clients, which helps us constantly upgrade both the pay and skill levels of our employees. This also keeps our turnover well below the industry average.

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***Multiple Group Service-*** For companies requiring several workers who specialize the same type of work, we can provide a team of workers with a supervisor. The supervisor would be requested to arrive before the normal temporary work force for orientation and training. This allows the supervisor to provide future training and supervision to the work force. Additionally, the supervisor will serve as liaison between the workers provided through the multiple group service and our company. This gives the advantage of using a large number of workers with a minimum amount of supervision.

Our employees also know that the rates we pay are competitive and, in many cases, higher than those paid by any other temporary service company and that we will frequently adjust pay to an employee on a long-term assignment to ensure continuity. In addition, special end-of-project bonuses and pay accruals are given, again ensuring a high retention rate compared to our competitors.

NEGA Temps handled approximately \$450,000.00 worth of business over the past year.

Some of our clients are as follows, some up to (38) years, but not limited to:

**THE ATHENS-CLARKE CO. GOV.**

**THE FULTON CO. GOV.**

**THE ATHENS HOUSING AUTHORITY**

**THE UNIVERSITY OF GEORGIA**

**DENSO/TOYOTA**

**COLGATE**

Our terms: **Net (10) days**

