

# CAPABILITY STATEMENT



## **COMPANY OVERVIEW**

**CONTEMPORARIES, INC.** is a woman-owned small business, certified as a WBE and DBE by the Commonwealth of Massachusetts' Supplier Diversity Office (SDO). Since its inception in 1998, the Boston-based staffing agency has placed thousands of highly skilled, diverse applicants in a variety of positions in the public and private sectors, as well as universities, start-ups, and non-profit organizations.

#### Results Oriented Temporary Staffing, Payroll Services and IT Solutions

### **CORE COMPETENCIES**

- Administrative Support & Clerical
- ✓ Call Center Support
- Automatic Data Processing & Events
- ✓ Information & Arts
- Technical & Professional
- General Services and Support
- Creative Services
- Systems Design & Integration Services
- Solutions Architecture
- Data & Application
- Network Engineering & Security
- Help Desk, Web Design & Development
- Systems Administration
- Program and Project Management

#### Payrolling, Temporary Help & Contract Staffing Services

bostoncontemporaries.com

### DIFFERENTIATORS

- In addition to payrolling staff, our firm specializes in **recruiting and matching individuals for many positions**, including administrative and clerical, creative services, information technology, automated data processing, and technical and professional.
- Our **rigorous candidate screening procedure** entails much more than just reviewing a resume and passing a computer skills exam.
- We are able to make successful job matches using Contemporaries' patented methodology approach (RIGHTMATCH), which is comprised of response analysis assessments, far exceeding client expectations while fully optimizing each candidate's genuine potential.

Ten Post Office Square, Suite 800 South Boston, MA 02109

#### **COMPANY DATA** DBE, WBE SDO CERTIFIED

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