

*Could your company benefit from hiring
a temporary associate?*

50 reasons why companies rely on temporary staff:


Conventional (Administrative):

1. Employee out Sick
2. Employee going on vacation
3. Maternity leave
4. Newly created position
5. Employee leave of absence
6. Busy season -- department in need of extra hands
7. Filing Project
8. Administrative reorganization, i.e. updating manuals, spreadsheets, spring clean-up
9. Tax Season help
10. Special projects, i.e. putting together press kits, data entry
11. Office move, i.e. packing up files
12. Job Share to utilize different skill sets
13. Busy Manager or Executive
14. Increase in overall call volume to company or department
15. Showroom Assistant

Conventional (Events & Promotions):

16. Registration desk, i.e. meet & greet, check-in guests, hand-out name badges
17. Event Host or Usher
18. Event Assistant (pre-event or day-of)
19. Postcard or give-away distribution
20. Street teams, i.e. on street promotions
21. Event set-up & break-down
22. Coat check
23. Booth/Sales Assistant, i.e. at a Trade-show
24. Product demonstration
25. Preparing and distributing materials/folders at meetings/conferences
26. Preparing and distributing gift bags for events
27. Increase traffic for grand openings or product launches
28. Servers & Bartenders





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Holiday Time (Administrative, Event & Promotional):

29. Holiday gift research and pricing
30. Writing out holiday cards
31. Holiday card mailer
32. Wrapping gifts
33. Delivering holiday gifts
34. Decorating and/or boxing up holiday decorations
35. Year-end office reorganization
36. Private holiday party assistants
37. Holiday party ushers

Creative or Out-of-the-Ordinary (Administrative, Event & Promotional):

38. Office sitting, i.e. waiting for a delivery
39. Downloading music
40. Telephone system research
41. Lead generation and research
42. Running errands, i.e. post office, office supply stores
43. Personal Assistant
44. New business start-up research
45. Survey results coordinator – calculate, compile and type-up survey results
46. Event staging
47. RSVP -- Confirming attendees for a conference, meeting or event
48. In room monitors i.e. for conferences or large meetings
49. Character work
50. Bi-lingual assistants/translators