
Markets We Serve

Administrative Services

Administrative, Office Support
and Management Professionals

- Receptionist - Data Entry - Administrative Assistant
- Executive Assistant - Project Manager - Office Manager
- Human Resources - Legal Secretary - Legal Assistant
- Paralegal - Accounting/Bookkeeping Support
- Customer Service and Sales

Medical Services

Administrative, Office Support,
Management and Clinical Professionals

- Receptionist - Front/Back Office - Administrative Assistant
- Medical Records - Transcription - Patient Accounts - Billing
- Certified Medical Coder - Collections - Human Resources
- Medical Assistant - LPN/RN - Nurse Practitioner
- Nurse Manager - Physician Assistant - Clinical Manager
- Certified Surgical Technician - X-Ray Technician
- Radiology Technician - Office Manager - Practice Manager
- Practice Administrator - Dental Assistant - Dental Hygienist
- Expanded Duties Technician
- Optician and Ophthalmic Technician

Accounting Services

Middle to Senior Management

- Controllers - Managers - Bookkeepers - Financial Analysts
- Payroll Specialists - Tax Accountants - Credit
- Accounts Payable & Receivable Specialist - CPA's/CMA's
- Staff/Senior Accountants - Budget Analyst - Clerks

Management Services

Middle to Senior Management

- Manufacturing - Sales - Marketing - Quality
- Warehousing/Distribution - Human Resources - Purchasing
- Material Control - Engineering - Accounting

Technical Services

Information Technology Professionals

- Web Development - Programming - Network Engineering
- Help Desk/Tech Support - Project Management
- Business Systems Analyst - Software/Hardware Engineering

Medical Management Services

Middle to Executive Management

- Physician Executive - Sales/Marketing - Financial
- Operational - Actuarial - Contracting - Health Services
- Human Resources - Business Analyst - Analyst
- Underwriting



3500 DePauw Boulevard
Suite 2050

Indianapolis, IN 46268

www.pyramidsgroup.com

317-872-4960 Fax: 317-879-1233

Email: mail@pyramidsgroup.com

The Pyramids Group





Company Overview

While the recruiting and placement industry has changed greatly since *The Pyramids Group* was founded in 1976, our values, dedication and personal commitment to both our clients and candidates has remained constant. For more than 25 years, we have represented many of the city's best employers and have successfully provided the highest quality of professionals for their organizations.

Our vision has allowed us to continually adapt to the changing needs of the job market in the 21st century. As leaders in our industry, we are constantly evolving and developing to meet new challenges and new demands.

In today's global marketplace can your business afford not to be on the leading edge?

Our most important asset is quality people. We firmly believe that success can only be accomplished through quality professionals working together. By working closely with our clients, we are able to provide candidates that meet or exceed their expectations of professional experience and educational assignment. We excel in locating qualified professionals who fit the corporate culture and needs of our clients.

We dedicate ourselves to the highest of ethics in serving our clients and candidates. Our goal is to be your first call when you have recruiting needs.

Search Options

Our professional recruiting services were created with our clients' changing needs in mind. We offer traditional Contingency Search, Retained Search, and a Strategic Partnership Program.

CONTINGENCY SEARCH

Through the use of traditional search methods, candidates are identified for consideration by client companies to fill their need. This search option is best utilized when there is latitude with respect to:

- 1) degree of candidate fit
- 2) urgency for completion and
- 3) availability of professional resources

RETAINED SEARCH

Utilizing specialized tools including Search Profiler, Marketplace Mapping, Candidate Profiles and Search Status Reports. This search method provides the highest degree of successful recruitment of top professionals and is most effective when there is high urgency, limited resources and the position must be filled.

STRATEGIC PARTNERSHIP

Best suited for companies with continual recruiting needs, this method has proven successful to our clients who are growing their organization over an extended period of time and seek professional assistance to accomplish their goals. The search structure, terms and performance goals are negotiated at the time of the agreement.

Fees and Terms

Our fees for services rendered are on a contingency basis and are payable if and only if you engage the services of a candidate that has been referred to you directly or indirectly, through our efforts. The fee is payable should you or any of your affiliates engage such a candidate for any position within one year after our most recent communication relating to such candidate.

Our service fees are computed as follows:

% of Fee	X	Annual Salary
20%		\$00,000 - \$20,999
21%		\$21,000 - \$21,999
22%		\$22,000 - \$22,999
23%		\$23,000 - \$23,999
24%		\$24,000 - \$24,999
25%		\$25,000 and above

GUARANTEE:

During the first 30 days of employment we will replace the candidate in the event that the employee hired through us terminates or is terminated from his or her position of employment, for any reason whatsoever at no charge to the client. From days 31-90, we will replace the candidate for 50% of our usual fee. From days 91-365, we will replace the candidate at 75% of our usual fee. **For our guarantee to be in effect, payment must be received in our office within 10 business days of the candidate's start date.**

* Note: Sales position fees are based on expected first year's earnings.