



**Confidential
Search
Solutions**



Streamlining Today's Hiring Process

Confidential Search Solutions, LLC. ("CSS") is a certified woman, and minority owned, premiere staffing firm that prides itself on providing you with the utmost integrity, professionalism, and service in our delivery of customized employment solutions. With over 50 years of combined experience in professional staffing, executive searches, legal recruitment, and cost-savings planning, we are privileged to represent highly respected and growing companies and law firms, in addition to professionals with a proven track record of success and a strong work ethic. CSS specializes in direct hire, temp, temp-to-hire, contract, and payroll recruiting services.

LEGAL

Attorneys, paralegals, legal assistants, project managers, analysts, compliance professionals, regulatory specialists, document review, other legal support staff

ACCOUNTING & FINANCE

Accountant, Accounting Clerk, Accounts Payable/Receivable, Billing Clerk, Bookkeeper, Compensation Analyst, CPA, Payroll Professionals, Senior Accountant, Tax Accountant

ADMINISTRATIVE

Administrative Assistant, Claims Examiner/Processor, Clerk, Data Entry, File Clerk, Human Resources Assistant, Management Assistant, Receptionist, Typist, Underwriter

CUSTOMER SERVICE

Account Representative, Call Center Operations, Customer Service Representative, Customer Service Specialist, Enrollment Representative, Provider Claims Representative

EXECUTIVE SEARCH

Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Executive Director, Vice President, President

INFORMATION TECHNOLOGY

Business Analyst, CISSP Professionals, Database Support, EHR Implementation Specialist, Engineers, Help Desk Support, HRIS Analyst, Network Engineers & Technicians, Systems Analyst

MANAGEMENT

Human Resources Manager, Lean Six Sigma Consultants, Office Manager, Project Manager, Recruitment Manager, Tax Manager

We are proud to be an Equal Employment Opportunity and Affirmative Action employer, including females, minorities, protected Veterans, and those with disability. For additional information about Confidential Search Solutions capabilities, please contact our office at 800-709-2770 or email us at info@confidentialess.com. Visit our website at www.Confidentialess.com to learn more.

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HOUSTON LOCATION | 5330 Griggs Road, Suite F105, Houston TX 77021 | P: 800-709-2770

Company Information

DUNS: 832352434

CAGE Code: 5UTVI

NAICS Codes:

561320 Temporary Help Services (Primary)

561110 Office Administrative Services

561311 Employment Placement Agencies

561312 Executive Search Services

561499 All Other Business Support Services

NIGP Codes:

96130 Employment Agency and Search Firm Services

95239 Employment Generating Activities

96269 Personnel Services, Temporary

96258 Professional Services (not otherwise classified)

Business Partners

- Government Agencies—CSS provides temporary professionals to prime contractors serving Local and Federal Government Entities
 - Linebarger, Goggan, Blair, and Sampson LLP
 - Café College/San Antonio Educational Partnership
 - Accutrak Consulting & Accounting
- Non-Profit Agencies
 - Workforce Solutions Alamo
 - Fiesta San Antonio Commission
 - Neighborhood Services Organization
- Legal/Compliance/Regulatory
 - Assurant, Inc.
 - SPX Corporation
 - Fortune 500 Financial Institution

Certificates



SWMBE AAE – SCTRCA

SMWBE – City of Houston

DBE – SCTRCA

WBE – Women's Business Enterprise Alliance

HUB – State of Texas

WOSB – United States Small Business Administration