



PROFESSIONAL
STAFFING



Recruitment Session

For registered **NOVA Job Center** members

Ajilon Professional Staffing is recruiting candidates for office administration & management, call center, customer service, executive administration, property management, and human resources.

WHAT TO EXPECT :

Thursday, December 13, 2018

1:15 p.m. – 2:15 p.m.

Pre-screening* by NOVA Career Advisor for employment criteria, including:

- Worked in a professionally-focused position
- Customized résumé demonstrating relevant experience

*Pre-screenings are reserved for “new” candidates only. If you’ve attended a session before, please contact the employer directly.

1:30 p.m. – 4:30 p.m.

Meet with the employer one-on-one, including:

- Résumé review for open job opportunities
- 10-minute slots will be available on a first-come, first-served basis.

Bring your customized résumé and dress in business attire.

Attendance at all employer presentations is on a first-come, first-served basis.

Sign in at the NOVA Job Center front desk beginning at 12:45 p.m.



JobCenter

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