



Recruitment Session

For registered NOVA Job Center members

Ultimate Staffing is recruiting for the following current or ongoing opportunities:

- Executive Administrators • Office Managers • Admin Assistants • Receptionists
- Customer Service • HR (HRIS, Benefits Analysts, HR Generalists) • *and more!*

WHAT TO EXPECT :

Thursday, March 28, 2019

1:15 – 2:15 p.m.

Pre-screening by a NOVA career advisor for employment criteria, including:

- Experience in a professionally-focused position
- Customized resumé demonstrating relevant experience

2:30 – 4:30 p.m.

Meet one-on-one with the employer:

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

Bring your customized resumé 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.



nova

JobCenter

A PROUD PARTNER OF America's JobCenter
of California™

505 W. Olive Avenue, Suite 550, Sunnyvale • 408-730-7232

NOVA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: Dial 711 for California Relay Service