



HIREQ LLC

Avon, Indiana

POC: Ariel Mack

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www.hireqjobs.com

We are proud to be an Equal Employment Opportunity and Affirmative Action employer, including women, minorities, protected Veterans, and those with disabilities.

Company Information:

EIN: 87-3707704

UEI: YMP7MTHFMVL3

NCAGE Code: 9CP48

Providing services for NAICS Codes:

- **561110** Office Administrative Services
- **561311** Employment Placement Agencies
- **561312** Executive Search Services
- **561499** All Other Business Support Services

Our Top Clients:

- **84 Lumber Company**
- **Ferrara Candy Company**
- **Coos Bay Area Hospital**
- **Waukesha Transformer Solutions**

CAPABILITY STATEMENT

Originated in 2020, HIREQ is a women owned versatile firm conveniently located in Avon, Indiana serving as the access point for employee placement and government contracts, HQ is committed to providing top-quality **direct hire, administrative & payroll services.**

From entry-level to upper-level management, the company specializes in office and administrative positions in a variety of industries.

- **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, DataEntry, 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 PLACEMENT**
 - Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Director, Vice President
- **INFORMATION TECHNOLOGY**
 - Business Analyst, CISSP Professionals, Database Support, EHR Implementation Specialist, Engineers, Help Desk Support, HRIS Analyst.
- **MANAGEMENT**
 - Human Resources Manager, Lean Six Sigma Consultants, OfficeManager, Project Manager, Recruitment Manager, Tax Manager

For additional information about HIREQ's capabilities, please reach out to the POC Ariel Mack or you can call **(317) 961-0097**. Visit our website at www.HireOJobs.com to learn more.