



HireQ LLC
Avon, Indiana
P: (317) 961-0097

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

CAPABILITY STATEMENT

Company Information

Originated in 2020, HireQ is a women owned versatile firm conveniently located in Indianapolis, IN (Avon area). Serving as the access point for employee placement and government contracts, HQ is committed to providing top-quality **direct hire, administrative and 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, 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 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, Network Engineers & Technicians, Systems Analyst

MANAGEMENT

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

For additional information about HireQ's capabilities, please contact our office at **(317) 961-0097** or email us at hello@hireqjobs.com. Visit our website at www.HireQJobs.com to learn more.

EIN: 87-3707704

NAICS Codes:

561110 Office Administrative Services

561311 Employment Placement Agencies

561312 Executive Search Services

561499 All Other Business Support Services

Business References

84 Lumber Company

Ferrara Candy Company

Coos Bay Hospital

Prolec-GE Waukesha, Inc.

Primary Contact

Ariel Mack, BA
Manager/Owner

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