

Your Search Starts Here



We offer Direct-Hire and Temporary Services

Mackey Staffing & Co. understands that recruiting the very best talent within the office administration field is imperative to an organization's success! We also understand working within budget. As a contingency agency, Mackey Staffing & Co. provides full-cycle Recruiting Services at no charge until an offer of employment is extended.

Mackey Staffing & Co. is a trusted staffing partner in permanent and temporary placement. We have over 30 years of candidate profiles and client data – proof that we know the market! Our mission is to make the right match for our candidates and clients.

Roles in Office Administration:

- Executive Assistants
- Administrative Assistants
- Personal Assistants
- Virtual Assistants
- Sales Assistants
- Marketing Assistants
- Supply Chain
- Purchasing
- Logistics
- Import/Export
- Regulatory Professionals
- Receptionist
- Mailroom
- Accounts Payable/Receivable
- Bookkeeping
- Data Entry
- File Clerk
- Office Services/Facilities



Office Administration

Other Staffing services we provide:



Healthcare



Human Resources