

COMPLETE SERVICE OFFERINGS

BEACON HILL ASSOCIATES

On both a temporary staffing and direct hire basis, Beacon Hill Associates provides candidates in the general and administrative segment of the employment and staffing marketplace.

Positions include:

- Administrative Assistants
- Executive Assistants
- Receptionists
- Office Managers
- Marketing Assistants
- Event Planners
- Customer Service Representatives
- Sales Coordinators
- Presentation Specialists
- Graphic Designers
- Word Processing Specialists
- Clerical Support
- Data Entry Operators
- Office Services Coordinators
- Mailroom

BEACON HILL FINANCIAL

On both a temporary staffing and direct hire basis, Beacon Hill Financial offers four practice areas to provide candidates in the financial segment of the employment and staffing marketplace.

Scope includes:

- **Accounting & Finance** – Focuses on the accounting and financial infrastructure within organizations. This encompasses corporate, divisional and operational roles in all industries including professional services, high technology, biotechnology, pharmaceutical, software, manufacturing and financial services. Positions covered include operational accountants (AP, AR, payroll, credit and collections), accountants, accounting managers, controllers, chief financial officers, financial analysts, strategy and planning managers, budget directors, financial directors and vice presidents, internal auditors, audit managers/directors, tax accountants, tax managers, tax directors, corporate development professionals and treasury executives.
- **Funds & Investments** – Focuses on positions within asset management, insurance, mutual fund and institutional asset servicing, retirement servicing, brokerage, capital markets and real estate. With many sub-specialties, positions are serviced at all levels with an emphasis on the financial, operational, investment, administrative and sales/marketing functions.
- **Public Accounting** – Focuses specifically on the public accounting segment of the marketplace. Placing staff level CPAs to Partners, small, regional, national and international public accounting firms are serviced across all their product lines including audit/assurance, tax, business and strategy consulting, risk management, mergers and acquisitions and process improvement.
- **Banking** – Covers diverse banking specific positions for local, regional and national institutions. In retail banking, commercial and real estate lending, trust and private banking, transactions, investment management, operations, finance and accounting searches are conducted in this dynamic and ever changing part of the financial services landscape.
- **Healthcare Revenue Cycle Management** – Focuses on non-clinical financial positions within healthcare organizations across the entire revenue cycle.

BEACON HILL GOVERNMENT SERVICES

A dedicated recruiting and delivery organization that was established exclusively to service Beacon Hill's government clients and provide quality employees with up to the highest level of active security clearances.

Some of our expertise includes:

- Help Desk
- Command and Control
- Web Application Development (JAVA/.Net)
- Network Support
- Information Assurance
- Cloud Infrastructure Architecture Administration
- Data Storage
- Systems Administration (UNIX/LINUX)
- Cyber Security
- Identity Management
- Data Analytics
- NOC/SOC Engineers
- Project Management
- Security Operations
- Database/Data Warehouse development
- Certification and Accreditation (C&A)

Some of the agencies and programs we have supported include:

- DHS
- CBP
- Treasury
- Smithsonian
- Census Bureau
- FDIC
- Air Force
- HHS
- IRS
- Federal Reserve Board
- NOAA
- USDA
- US PTO
- DOL
- DOJ
- Army
- USMC
- USCG
- DOT
- TSA
- GSA
- VA
- DISA
- DLA
- ATFE
- Intelligence Agencies

BEACON HILL NATIONAL SECURITY

Beacon Hill National Security: Beacon Hill National Security, an operating unit of Beacon Hill Government Services and partner of Beacon Hill Technologies, is a mission support focused sub-contracting partner specializing in identifying, attracting and retaining top-tier resources within the cleared national security arena.

- Beacon Hill National Security specializes in Cyber Security, Cloud Architecture, Application Development, Network/Systems Engineering, Training/Instructional Design and Intelligence Analysis.

BEACON HILL HR

On both a temporary staffing and direct hire basis, Beacon Hill HR provides candidates in the human resources segment of the employment and staffing marketplace.

Sample positions include:

- Staffing – Recruiters, Recruiting Support, Staffing Managers
- Generalists – HR Managers/Directors/Vice Presidents, HR Representatives
- Compensation – Compensation Analysts, Compensation Managers/Directors/Vice Presidents

- Benefits – Benefits Administrators, Benefits Specialists, Benefits Managers/Directors
- HRIS – HRIS Analysts, HRIS Administrators, HRIS Managers

BEACON HILL LEGAL

On both a temporary staffing and direct hire basis, Beacon Hill Legal provides candidates in the legal segment of the employment and staffing marketplace.

Scope includes:

- Attorneys – Associates, Partners, Practice Groups, Corporate Counsel, Assistant/General Counsel, Patent Counsel, Chief Patent Counsel
- Paralegals – Paralegals, Practice Managers, Case Assistants, Legal Assistants, Senior Paralegals, Paralegal Supervisors
- Legal Support – Legal Secretaries, Receptionists, Floaters, Overflow, Word Processing, Secretarial Supervisors, Clerical (Data Entry, Mailroom)
- Non-Legal Law Firm Placement – Human Resources Directors, Recruiting Directors, Lateral Hiring Coordinators, Administration Directors, Recruiting Coordinators
- Practice Areas – Litigation, Patent, Corporate, Labor & Employment, Tax, Blue Sky, Securities, Bankruptcy, Real Estate, Environmental, Healthcare, Utilities, Probate, Immigration, Trust & Estate, White-Collar Criminal, Construction, Intellectual Property, Insurance Defense
- Specialized IP Practice – Patent Attorneys, Trademark/Copyright/Licensing, Patent Agents/Technical Specialists, Patent Paralegals, Docketing Clerks/Foreign Filing, Patent Secretaries
- Contract Attorneys and Temporary Legal Support – Short Term Assignments, Long Term Assignments, Temp to Perm, Contract to Perm, Litigation Support, Turn-key Project Space, Customized Project Management and Solutions
- Document Review – Whether in our company-owned document review center, a space we hold and operate with long-term leases, or one we acquire specifically for your matter; we will deliver the right space for you – where and when you need it.
- Managed Review Services (MRS) – Beacon Hill Legal’s proprietary and exclusive managed review program streamlines the entire managed review experience by providing review costs that clients can anticipate, a process that is clear and straightforward, technology that doesn’t depend on one tool, and the most advanced review techniques. We offer Managed Review, Staffing, Multilingual Services, and Onshoring with hourly and blended rate pricing models.

BEACON HILL LIFE SCIENCES

From staff augmentation and project/business specific solutions to direct (permanent) placement services, Beacon Hill Life Sciences’ dedicated team of recruiting and staffing experts consistently delivers quality professionals on a time-sensitive basis.

Offerings include:

- Clinical operations
- Project management
- Pharmacovigilance
- Biometrics
- Regulatory affairs
- Medical affairs

- Medical writing
- Quality and compliance
- Research & preclinical development
- Manufacturing
- Scientific
- Business operations
- Executive placements
- Customized searches by request

BEACON HILL HEALTH & CLINICAL RESOURCES

Beacon Hill Health & Clinical Resources: Beacon Hill is a team of industry veterans delivering nationwide healthcare expertise to support your Healthcare and Non-Clinical roles in the Healthcare, Insurance and Third-Party Administration industries - from Case Management to Utilization Review, Care Coordination and more.

- We place the following non-clinical professionals on a **contract, contract-to-perm, and perm basis**:
 - Case Management, Utilization Review, Care Coordination, Quality, Risk, Nursing Education, Telephonic Triage, HEDIS, CDI (Clinical Documentation Improvement), and Pharmacy
- We place the following professionals on a **permanent basis**:
 - Nurses, Allied Health, Directors, Social Services, Physicians, and Executives

BEACON HILL SOLUTIONS

Providing customized, high-touch, on-site talent and supplier management solutions to clients across the country. With a completely flexible and scalable approach, our integrated total-talent programs address the unique needs of our clients, while delivering a consultative partnership that brings together a single point of contact, seamless supplier coordination, and true transparency and visibility with an evolved VMS technology.

This approach results in:

- Improved workforce quality and fulfillment
- Cost savings and controls
- Greater business intelligence
- Efficiency and automation
- Real time visibility
- Optimized and engaged supply base
- Mitigated risk
- Talent retention, engagement and redeployment

BEACON HILL TECHNOLOGIES

Beacon Hill Technologies, Beacon Hill's technology specialty division, is a world-class technology services and human capital enterprise, comprised of distinct and specialized engagement organizations, that partners with customers across the country to deliver the very best consulting services, staffing solutions and onshore resources in the market today.

- From project management and complex consulting engagements to staff augmentation, interim hires, and direct hire and executive search, our human capital technology offerings operate independently or in conjunction with one another, to execute and deliver upon all your technology human capital needs.

Beacon Hill Technologies offers stand-alone technology service Operating Units that can work independently or in conjunction with one another to deliver a customized HR and human-capital solution program to fulfill your technology talent needs.

TECHNOLOGIES CONSULTING & SOLUTIONS

Our world-class consulting teams and subject matter experts partner with organizations to perform detailed and objective assessments, define project plans and project management methodologies, and execute upon defined services ensuring project completion and that deliverables and client expectations are met or exceeded.

GLOBAL TALENT SERVICES

Beacon Hill Technologies connects highly specialized and skilled talent from across the globe to our clients throughout the United States, providing a flexible and dynamic approach to organizations searching for global solutions.

TECHNOLOGIES STAFFING

From staff augmentation to project/business specific staffing solutions, Beacon Hill Technologies Staffing delivers contract, contract-to-hire, and direct-hire/executive services to companies across the United States.