Executive Personnel Services, Inc.

Mission:
EPSI's goal is to tap into underutilized urban areas like the Fifth Ward Community of Houston to identify individuals with the willingness to work and participate in a training program that provides basic soft skills like online job search, resume writing and mock interviews. Long-term goals are to assess the entire local community skill sets, match the skill gap in local industry and work together to produce quality trained, skilled and passionate untapped labor source.

Activities:
EPSI has located its Houston branch in the Fifth Ward community to facilitate both its growth into the Houston market with convenient and easy access to the downtown business center and underutilized urban areas.

Needs/Projects this year (4-5 positions):
1. Critiquing the company’s website from a user perspective
   a. Recommending and implementing changes
   b. Evaluating and Proposing a social media strategy
2. Cleaning up an existing candidate database and building a company sales database
   a. Contacting candidates to confirm contact information, review skill set, and send applicable skill assessment to corroborate and cultural fit assessment
   b. Research potential companies that require staffing services that may also have identified a labor gap in the near future.
   c. Identify opportunities associated with our GSA schedule of services
3. Critiquing the company’s marketing materials
   a. Creating materials (marketing, collateral, etc.)
   b. Competitive analysis / product comparisons
   c. Sales Strategy to increase new business opportunities that will subsequently increase job opportunities in the 77020, 77026, and 77023 area codes.
4. Develop a training program that focuses on workforce development as it relates to soft skills, resume writing, and / or mock interviews.
5. Revise and / or create an electronic onboarding process that results in increased retention
6. Develop a database of information that can be used to streamline responses to proposals. Information will be easily accessed via search criteria commonly found in RFPs.

Who should apply?
We look forward to working alongside students with the ability to work and collaborate in a team environment. Students will have at least some of the skills listed below and certainly not all:

- Detailed Oriented
- Energetic, personable, outgoing, and self-motivated with good organizational skills
- Strong communication and leadership skills
- Creative with some graphic designs experience
- Basic cost analysis and proposal writing.
- Proficient in Microsoft Office Skills
- Proficient in Microsoft Access or other database related programs.
- Students with career desires in the human resources field

Who should not apply?
Students who are not self-starters and / or self-motivated

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