



**Diversity Focused Services
John Leonard Employment Services, Inc.**

**Skill Classifications for Which John Leonard Can Develop a
Diversity Recruitment Initiative**

Administrative Staffing

- Administrative Assistants
- Customer Service Specialists
- Data Entry Operators
- Desktop Publishing Specialists
- Executive Assistants
- General Office Clerks
- Human Resource Generalists
- Human Resource Managers
- Office Automation Specialists
- Paralegals
- Presentation/Graphics Specialists
- Proofreaders
- Receptionists
- Secretaries/General
- Secretaries/Legal
- Secretaries/Medical
- Spreadsheet Specialists
- Switchboard Operators
- Word Processing Operators

Investment

- Account Administrator
- Annuity Specialist
- Business Analyst
- Call Center Representative
- Client Services Analyst
- Compliance Analyst
- Consultant Relations Analyst
- Customer Service Representative
- Data Analyst
- Equity Research Analyst
- Financial Analyst
- Information Analyst
- Performance Analyst
- Portfolio Specialist
- Research Assistant
- Settlements Specialist

Accounting/Finance

- Accountants
- A/P Specialists
- A/R Specialists
- Bookkeepers
- Payroll Specialists
- Financial Analysts
- Payroll Specialists
- Time and Billing Specialists

Technology

- Application Developers
- Business System Analysts
- Database Administrators
- E-commerce Consultants
- Enterprise Database Architects
- Network Administrators
- Network Engineers
- Network Security Administrators
- Object-Oriented Development Engineers
- Programmers
- Project Managers
- Rational Database Specialists
- Software Engineers
- Systems Integration Consultants
- Systems Programming Specialists
- Systems Conversion Specialists
- Systems Testers
- Technical Writers
- Unix Administrators/Architects
- Web Developers/Designers

Green/Environmental

- Civil Engineers
- Electrical Engineers
- Environmental Engineers
- GIS Specialists
- Mechanical Engineers
- Remediation Project Mgrs

Sales/Marketing

- Inside Sales
- Outside Sales
- Business Development
- Channel Sales
- Marketing
- Telemarketing
- Customer Service
- Management – Sales/Marketing
- Consultants – Sales/Marketing

Non-Profit

- Development
- Major Gifts
- Programs
- Volunteer Coordination
- Communications

