

OUR COMPANY



ADMINISTRATIVE & MAIL

Highly organized and attentive to detail, PCSI personnel excel in delivering accurate, high-volume Administrative & Mail support. PCSI's workers with disabilities are strong problem solvers prepared to meet your organization's needs with friendly, reliable service.

Serving All Industries

PCSI offers efficient administrative support in all industry contexts. Whether your organization is a hospital, cultural center, police department, or military base, PCSI is prepared to meet your administrative needs with responsible, highly-trained staff. We have proven processes for accurately managing records and files that will keep your organization running smoothly while you focus on other important business concerns.

Administrative Services

PCSI offers a variety of administrative services to support business functions ranging from Human Resources to Purchasing & Logistics. Our Administrative capabilities include:

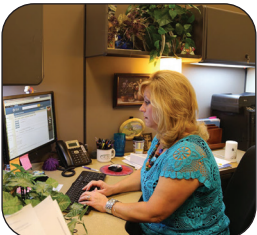
- Medical billing, coding, and transcription
- Filing and management of electronic and paper records
- Document control and destruction
- Contract close-out
- Staffing and work schedules
- Executive calendars
- Meeting, event, and travel planning
- Budget development
- Report development
- Key control and distribution

Mail Services

PCSI can manage all your mail and courier requirements. Customers count on our skilled personnel to crate large items and to cage high-security items. PCSI Mail includes:

- Daily pickup, distribution, and delivery of parcels and letters
- Processing shipments via Postal Service, FedEx, UPS
- Packing and preserving
- Receiving, shipping, storing

OUR PEOPLE



Record Security

PCSI organizes and maintains a variety of confidential files. Our processes guarantee the security of your records as well as their accessibility to those who are authorized to view them. Depending upon customer needs, databases can be constructed for cross-referencing purposes. Examples of documents PCSI is entrusted with include:

- Police reports
- Immunizations records
- Medical and health records
- Personnel files
- Performance evaluations
- Security clearances
- Background checks
- Training and certification records
- Permits and licenses
- Tax and accounting records

Management

PCSI managers expertly integrate people with disabilities into the PCSI workforce. They equip employees to succeed on the job and to exceed customer expectations by:

- Matching the right person with the right job
- Training employees to know their routines and responsibilities
- Supporting employees to feel valued and appreciated
- Motivating employees to reach their personal best

PCSI Advantage

- Detail-oriented
- Accurate and reliable
- Multiple services and functions
- Secure control of critical documents
- Confidentiality guaranteed
- Trustworthy, friendly service

MISSION:
To create employment opportunities for people with every type of disability.

VALUES:

Integrity: Always be honest at work, with customers, and with fellow employees

People: Focus on people—customers and employees—first

Agility: Be flexible and innovative in getting the job done

Compassion: Understand and support the needs of fellow employees

Empowerment: Empower people with opportunity, training, and knowledge

CONTACT PCSI TODAY TO LEARN HOW WE CAN HELP YOU!