



CAPITAL AREA
STAFFING SOLUTIONS



BANGOR AREA
STAFFING SOLUTIONS



September 2023

Field Employees

IMPORTANT TIMECARD NOTICE

**Our offices will be closed on
Labor Day - Monday, September 4th.**
Please remember to submit your time card no later than Friday afternoon. If you are working a weekend shift, please submit **no later than 8am** Monday morning.

If you have upcoming plans that require time off from work:

Please be sure to notify us as soon as possible! The sooner we know, the better we (and our Clients) will be able to prepare for your absence.



Please join us in congratulating the following Field Employees, who were hired by our Clients in August!

~ Jay Nutter



How do you stay



Jobs and Careers

SO MANY CAREER OPPORTUNITIES!

Please visit our website [here](#) for a list of all current openings!
Tell your friend!

Augusta Area:

Tenant Services Coord. - *Augusta*
Payroll Associate - *Auburn*
Patient Services Rep - *Augusta*
Optometric Assistant - *Farmingdale*
Tax Department Supv. - *Auburn*
Dispatcher - *Belfast*
Accounting Clerk - *Augusta*
Packer/Inspector - *Wilton*
Pension Associate - *Augusta*
Photographer/Videographer - *Augusta*

Bangor Area:

Property Maintenance - *Bangor*
Receptionist/Scheduler - *Holden*
Dish Room Attendant - *Bangor*
Accounts Payable - *Old Town*
Forklift-Warehouse - *Old Town*
Manufacturing/Machine Operator - *Old Town*
Senior Accountant - *Old Town*
Production Line Supervisor - *Old Town*
Paralegal - *Hampden*
Bookkeeper/Admin Assistant - *Hampden*
Electronic Test Technician - *Bangor*
Certified Medical Assistant - *Hampden*
HRIS Analyst - *Bangor*
Marine Carpenter - *Trenton*
Fiberglass Technician - *Trenton*
Carpenter - *Bangor*
Dietary Aide - *Ellsworth*
Cook - *Ellsworth*

productive?

Powered by AI and the LinkedIn community

Being productive as an office administrator is not always easy. You have to manage multiple tasks, deadlines, and requests from different stakeholders, while also maintaining a high level of quality and efficiency. How do you stay on top of your work and avoid stress and burnout? Here are some tips that can help you improve your productivity and performance as an office administrator.

Plan your day

One of the best ways to stay productive is to plan your day ahead of time. This means setting clear and realistic goals, prioritizing your tasks, and allocating your time and resources accordingly. Planning your day can help you avoid distractions, procrastination, and interruptions, as well as track your progress and achievements. You can use a calendar, a planner, or a digital tool to organize your daily schedule and tasks.

Automate and delegate

Another way to boost your productivity is to automate and delegate some of the repetitive or low-value tasks that consume your time and energy. For example, you can use templates, macros, or software to streamline your document creation, data entry, or communication processes. You can also delegate some of the tasks that are not within your core competencies or responsibilities to other team members or external providers. This way, you can focus on the tasks that require your skills, creativity, and decision-making.

Communicate effectively



Slow-Cooker Creamy Gnocchi Soup

PHOTO: ERIK BERNSTEIN; FOOD STYLING: SPENCER RICHARDS

RECIPE BY: LENA ABRAHAM, DELISH.COM

Ingredients

- 1/2 yellow medium onion, chopped
- 3 medium carrots, chopped
- 3 stalks celery, chopped
- 4 cloves garlic, minced
- 1 lb. boneless skinless chicken breasts (about 3 breasts)
- Kosher salt
- Freshly ground black pepper
- 1 tbsp. fresh thyme
- 3 sprigs rosemary
- 4 c. low-sodium chicken broth
- 2 tbsp. cornstarch
- 1 c. heavy cream
- 1 (17.5-oz.) package gnocchi
- 3 c. baby spinach

Instructions

1. Combine onion, carrots, celery, and garlic in the bowl of your slow cooker. Season chicken on both sides with salt and pepper and place on top of vegetables. Add thyme and rosemary, then pour in chicken broth. Cook on high for 4 to 5 hours or low for 7 to 8 hours.
1. Remove chicken and rosemary sprigs from slow cooker and discard rosemary. Using 2 forks, shred chicken, then return chicken to soup. Remove about 1/4 cup of hot broth and place in a medium bowl. Add cornstarch to broth and whisk to combine, then pour back into soup. Add cream and gnocchi, cover, and cook 45 minutes

Communication is a key skill for any office administrator, as you have to interact with different people and convey information clearly and accurately. To communicate effectively, you need to choose the right medium, tone, and style for your message, depending on your audience, purpose, and context. You also need to listen actively, ask questions, and provide feedback to ensure mutual understanding and collaboration. Effective communication can help you avoid misunderstandings, errors, and conflicts, as well as build trust and rapport with your colleagues, clients, and managers.

Learn and improve

As an office administrator, you need to keep up with the changing trends, technologies, and standards in your field. This means that you need to constantly learn and improve your skills, knowledge, and abilities. You can do this by taking online courses, reading articles, watching videos, or attending webinars that are relevant to your role and industry. You can also seek feedback, mentorship, or coaching from your peers, supervisors, or experts to identify your strengths and areas for improvement. Learning and improving can help you enhance your productivity, quality, and efficiency, as well as your career prospects and satisfaction.

Take breaks and recharge

Finally, one of the most important tips to stay productive is to take breaks and recharge. Working continuously without rest can lead to fatigue, stress, and reduced performance. Therefore, you need to balance your work and personal life, and take care of your physical and mental health. You can do this by taking regular breaks throughout the day, doing some physical

more on high.

1. Stir spinach into soup until wilted. Season to taste and serve with freshly ground black pepper.



September Dates & Fun Facts

September 4th is Labor Day

September 11th is Patriot Day, held in honor and remembrance of those who died in the September 11 attacks of 2001.

September 11th is also Grandparents Day this year. Honor your grandparents today – and every day!

September 15th is the start of Rosh Hashanah, a Jewish holiday that marks the beginning of the new year.

September 23rd marks the start of fall! This year's Autumnal Equinox occurs at 2:50 A.M. EDT on Thursday, September 22. On this date, there are approximately equal hours of daylight and darkness.

September 26 is Johnny Appleseed Day, celebrating John Chapman and everything apple!

LABOR DAY

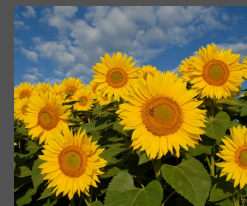
The first Labor Day holiday was celebrated on Tuesday, September 5, 1882, in New York City, in accordance with the plans of the Central Labor Union. The Central Labor Union held its second Labor Day holiday just

activity, eating healthy, sleeping well, and engaging in hobbies or activities that make you happy and relaxed. Taking breaks and recharging can help you restore your energy, motivation, and focus, as well as prevent burnout and illness.



The golden-rod is yellow;
The corn is turning brown;
The trees in apple orchards
With fruit are bending down.
The gentian's bluest fringes
Are curling in the sun;
In dusty pods the milkweed
Its hidden silk has spun.

~ Helen Hunt Jackson



Folklore for the Season

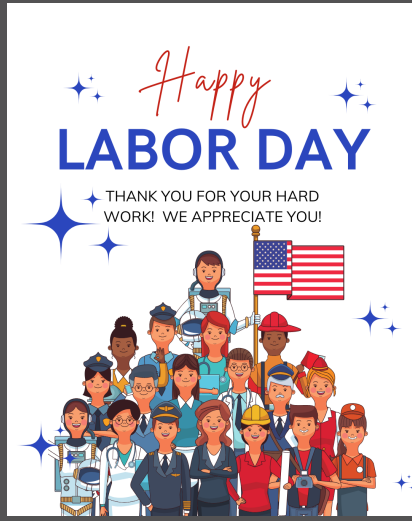
-Heavy September rains bring drought.

-September dries up ditches or breaks down bridges.

-Married in September's golden glow, smooth and serene your life will go.

-If the storms of September clear off warm, the storms of the

a year later, on September 5, 1883. By 1894, 23 more states had adopted the holiday, and on June 28, 1894, President Grover Cleveland signed a law making the first Monday in September of each year a national holiday.



following winter will be warm.

-Fair on September 1st, fair for the month.

Capital Area Staffing Solutions
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~The People You Trust~
~The Jobs You Want ~



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