



NEW WAVE PEOPLE

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nwpusa.com

Administrative Capability Statement

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Our Capabilities

New Wave People, Inc. (NWP) is an established SBA Woman Owned Small Business (WOSB), and a Minority Economically Disadvantaged (EDWOSB) women owned small business. We are recognized by diverse organizations for our many contributions to the business world and the communities we serve and honored as among the Top 100 Hispanic-owned businesses in the United States by DiversityBusiness.com.

Core Service Offerings

Executive Recruitment	Direct-hire search for senior leadership, technical executives, and program-critical talent.
Staff Augmentation	Full-cycle sourcing and placement of skilled professionals for project-based, long-term, and temporary roles.
Emergency Staffing Support	Rapid-response labor deployment for urgent operational needs, disaster events, or surge workforce requirements.
Payroll Services	Employer-of-record support, onboarding administration, timekeeping, payroll processing, and compliance management
Professional Training and Development	Workforce upskilling, leadership training, compliance modules, and employee development programs.
Workforce Consulting and Optimization	Talent strategy support, workforce planning, recruitment process optimization, and advisory services to improve hiring efficiency and retention.

Differentiators

Extensive Experience and Expertise: New Wave People has been putting people to work for over 25 years and has decades of experience in recruitment

Precision Talent Matching: Proprietary screening processes assess communication, organizational, and technology skills to ensure perfect alignment with client culture and workflow needs.

Cross-Industry Expertise: Proven success placing administrative professionals in sectors such as healthcare, finance, education, and government, bringing industry-specific insight to every hire.

Rapid Scalable Staffing Model: Rapid deployment capabilities allow scaling from single- desk support to full administrative teams for projects, seasonal surges, or organizational transitions.

Core Competencies

- **Administrative and Clerical Staffing**
- **Temporary, Temp-to-Hire and Direct Placement**
- **Candidate Assessment and Testing**
- **Client-Centered Account Management**
- **Workforce Compliance and HR Support**
- **Value-Driven and Cost- Effective Approach**



New Wave People, Inc.
241 Forsgate Dr., Suite 108
Jamesburg, NJ 08831

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sales@nwpusa.com

Incorporated State: NJ
Incorporated:
2/10/2000

Administrative Capability Statement



NAICS Codes

541340	237130	238210
541214	541310	541330
541380	541513	561312
561110	561210	561311
561720	561990	621111
621330	621511	541990
561320	621210	

Past Performance

NY State Department of Health	Contracted to perform compliant background checks for sensitive roles. Delivered timely and accurate screenings while maintaining regulatory standards.
NY State Department of Motor Vehicles	Placed greeters and front-line staff to manage flow and assist customers. Improved public satisfaction, reduced complaints, and enhanced service efficiency.
NY State Department of Financial Services	Provided a mix of financial, clerical, and communications staff and skilled professionals to handle both back-office and public-facing functions.
NY State Office of Mental Health	The Office of Mental Health needed dental support for patient care services. Recruited and placed a qualified dental assistant.
NY State Agency Support	Annually recruited and placed over 200 administrative professionals. Fulfilled ongoing demand for reliable administrative support across all state agencies.



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