

# four Outsourcing Specialist

### **Delivering You** the Ultimate Boutique **Experience**

## STRATEGIC **SERVICES**





- EMPLOYEE POLICIES & ORGANISATION CHANGE
- MANPOWER PLANNING & HUMAN RESOURCE UTILISATION
- TARGETED OR GENERAL SEARCH & SELECTION
- RECRUITMENT ADVERTISEMENTS
- RECRUITMENT STRATEGIES
- COMPENSATION & BENEFITS
- EMPLOYEE RETENTION

#### **Accounting** Services

"An approach to accounting that will enhance your business"

- ACCOUNTS PREPARATION
- FINANCIAL REPORTING
  MANAGEMENT REPORTING



#### Mandarin for Business **Programmes**



- CUSTOMISED PROGRAMMES



#### **Administration &** Support Functions

- PAYROLL SERVICES
- LEAVE MANAGEMENT
- CREDIT CONTROL MANAGEMENT
- EXPENSE CLAIMS MANAGEMENT
- OTHER ADMINISTRATION SUPPORT SERVICES

#### Training & Human **Development**

"Ongoing training for current employees helps them to adjust to changing job requirements"



- IN-HOUSE PROGRAMMES

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