



Helping your Business Grow

Our service guide in Guyana



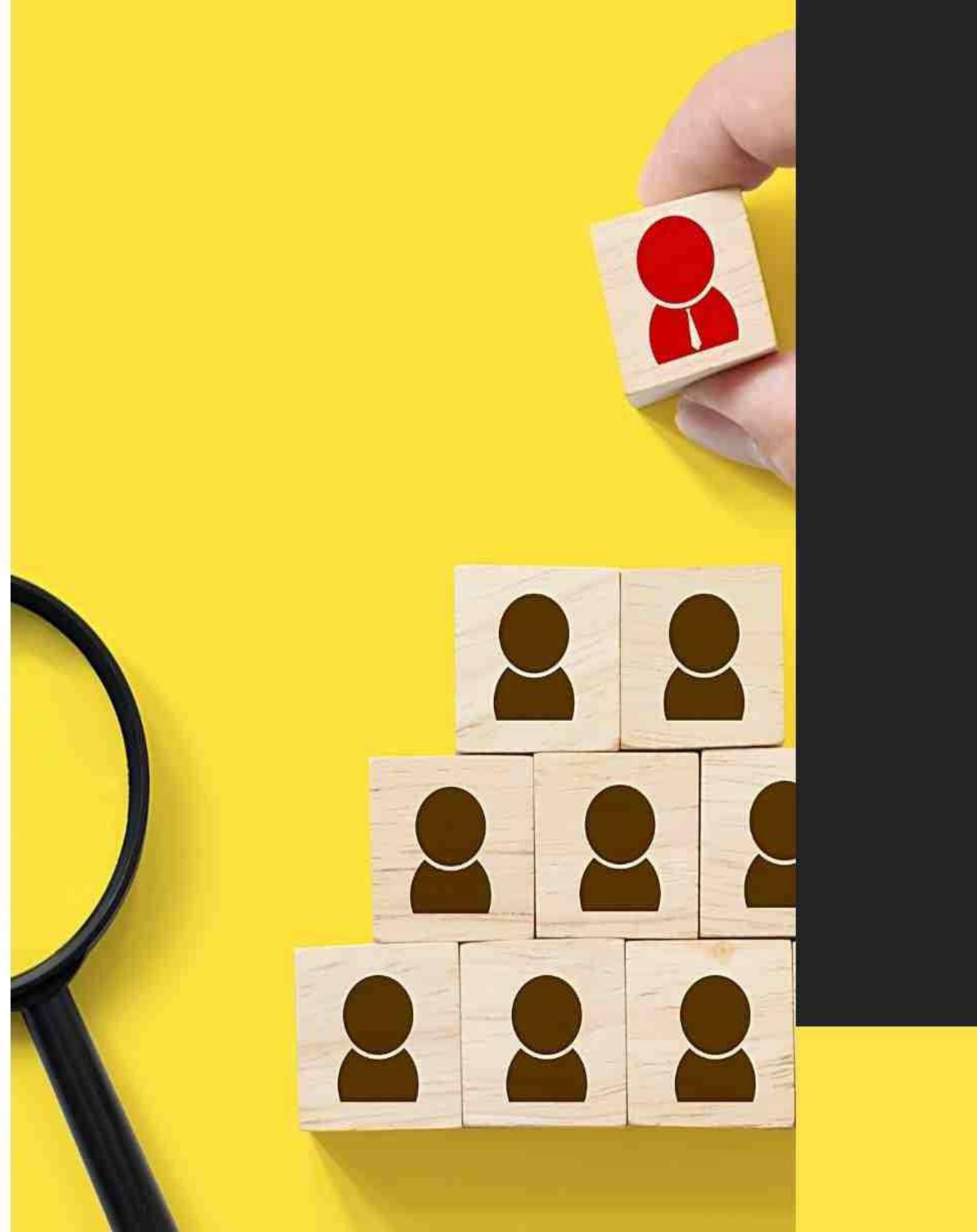


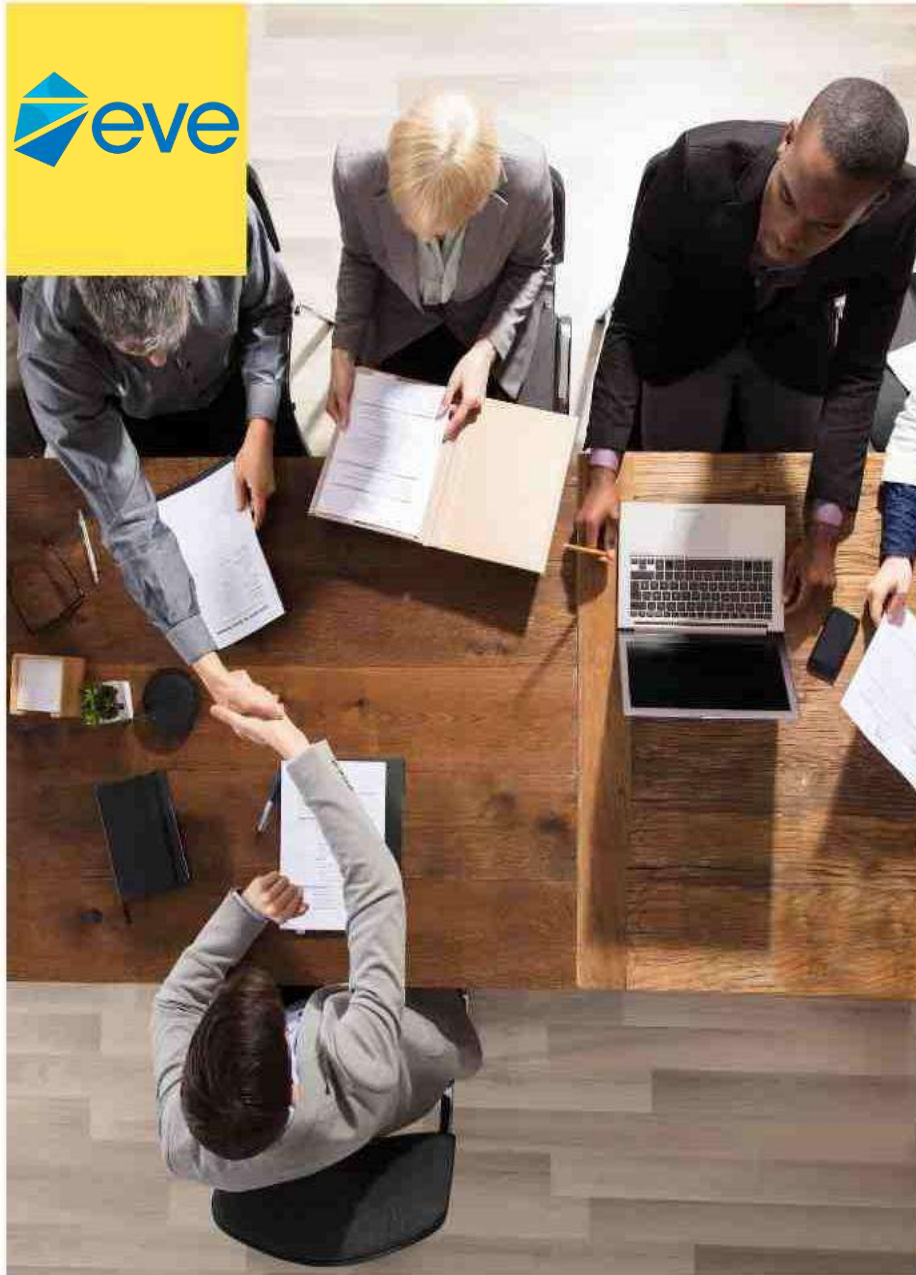
Our Vision

To be synonymous with delivering Quality Human Resources and Outsourced Support Services that meet and exceed our Customer's needs.

Our Mission

To Engage, Develop and Ignite Talent to serve and synchronize the current and potential global market needs.





Eve Anderson Recruitment pioneered Recruitment and Human Resource support services since 1970. Our Guyana operations formally commenced from 2020.

The business has sustained a solid reputation of providing a growing range of Human Resource, Recruitment and Payroll resources to our Clients

Our comprehensive suite of services

- Recruitment - Permanent, Temporary or Contract staff both physical and virtual outsourcing (at all levels for a range of industries)
- Market Research including compensation surveys, focus group and mystery shopper analysis
- Human Resource Consultancy - Development of systems to improve efficiency in HR Management, Talent Development; HR Audits, Manuals, Employee Manual, JDs and Performance Management
- Payroll Services - Payroll and Payroll Tax Administration, Time & Attendance Management and Tax Reporting and Filing Services
- Executive Coaching and Psychometric Assessments
- Background Checks – Employment history and reference checks, executive medicals, fit-for-work tests to name a few is important to ensure you minimize any potential risks that may affect your current employees and business
- Administrative Support - Basic and Corporate Secretarial Assistance, Document and Company Information Management; Provision of Corporate Uniforms and PPE; Event Management Support; Work Permit and CSME Processing in addition to Interpreter Services, translations
- Employment Medical - Basic fit for work medical, pre-employment or customized medicals, random drug testing

Our HR Services

- **Handbook / Policies** - We develop, design or audit your policies, handbooks and train your managers
- **On-Boarding / Orientation** - We help you integrate new employees or promoted leaders. An orientation program is critical to success, retention and engagement
- **Employee Surveys** - We design your staff surveys and provide key insights on results and recommendations to help you improve performance
- **Recruitment Procedures** - We support you throughout the selection and hiring process including the option for background checks and assessments.
- **Testing Evaluations** - Getting it right improves your bottom line in the end. Our assessments can reveal workplace attitudes, skills, behavior and abilities
- **HR Audit/Compliance** - An HR audit will result in a 'road map' to HR effectiveness and compliance - where you are now, where you need to be and most importantly, how to get there
- **Pre-Employment Screening** - It is a necessary practice to ensure you have screened your prospective employee to avoid lawsuits and costly mistakes

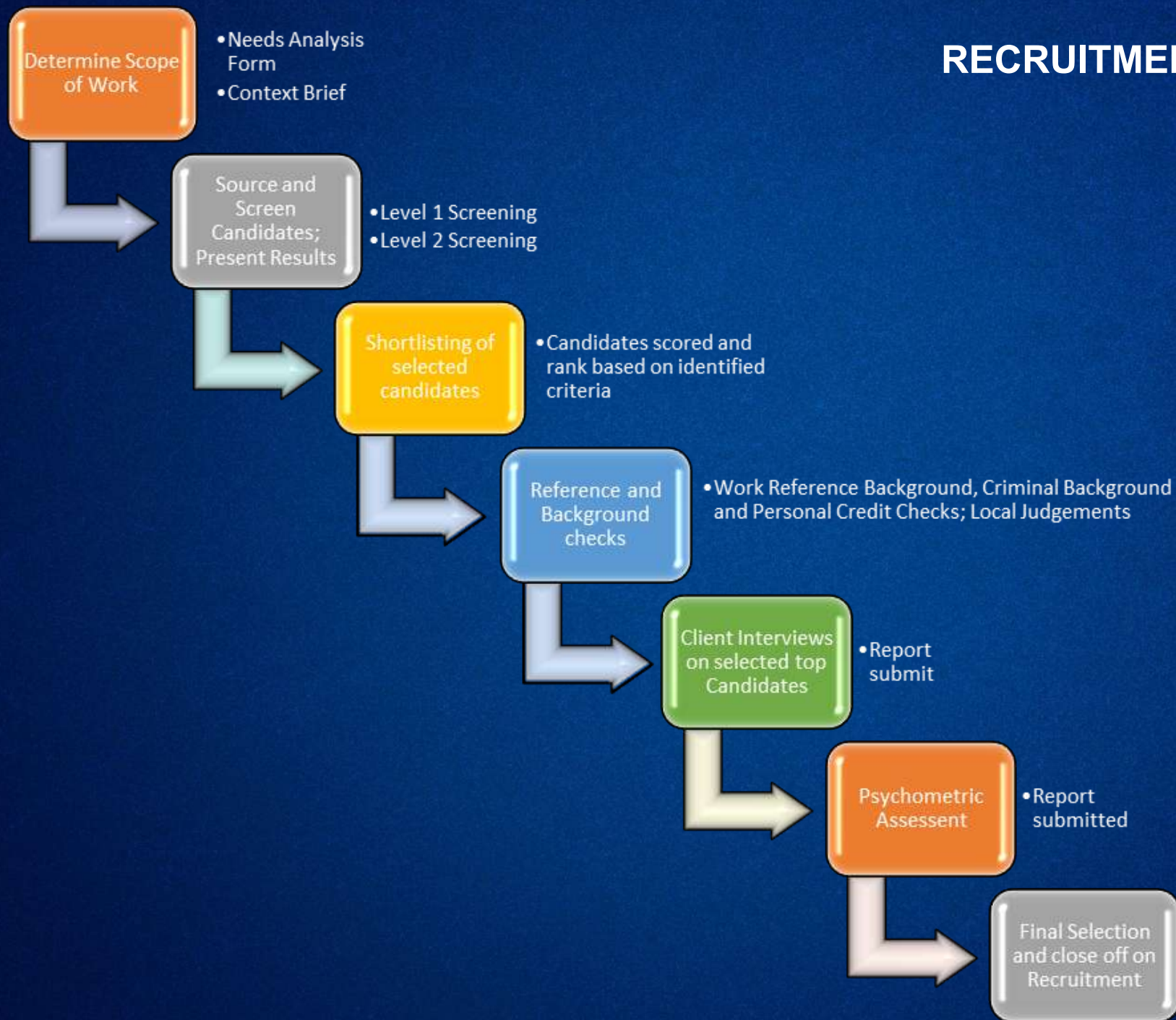
Eve HR Services cont'd

- **Job Analysis / Descriptions** - We will prepare job descriptions that facilitate accurate comparisons of job duties and wage rates, while complying with applicable legislation
- **Performance Management** - We develop your evaluation / appraisal program, the basing systems on job descriptions and define expectations and rating to help employees improve performance and set goals
- **Record Retentions Programs** - We can help establish a comprehensive records retention policy that conforms to applicable laws for your business
- **Safety Programs** - We design and implement safety programs, quarterly safety inspections and develop safety incentives
- **Policy Reviews** - We review and update your HR policies in line with changes in the employment law to ensure you remain compliant. We can support in the implementation and communication
- **Exit Interviews** - We have trained interviewers who conduct objective, independent exit interviews on your behalf and provide you with a summary to identify areas for improvements as well as areas of strength.
- **Training** - We conduct training in various areas such as customer service training and any areas of staff development you require. It's critical to keep your staff in continuous development in line with the needs of your business.

Eve HR Added Support in Guyana

- **Online Services** - All our services can be offered online to you via any platform you choose - ZOOM, Microsoft Teams, Skype etc.
- **HR Templates** - We also offer HR templates for your team especially those companies who do not have an HR function.
- **After-Care HR Support** - We offer After-Care Follow up service to ensure our HR service meet the needs of your business.
- **Recruitment Advertising** - If you only need support to advertise, we also include recruitment advertising where we can build the job vacancy for you and advertise across our job boards, websites and our social profiles such as LinkedIn
- **Competency Based Interview Questions Package** - We can send you a package of interview questions and assessments based on the specific job role you require. This enables you to not only capture the technical elements, but the behavioral qualities of the candidate to ensure they are the right fit for the role and your company.

RECRUITMENT METHODOLOGY



Client Endorsements and Cross Section of Clientele

Our clients continue to expand, and includes such companies as:

Shipping & Logistics <ul style="list-style-type: none"> • Perez & Cia • ICR Transport Solutions Ltd. 	Retail <ul style="list-style-type: none"> • Starbucks • Cinnaworld • Memory Bank Computers Limited • Regus Guyana • Giftland Office Max • Century 21 • Island Roofing Guyana Inc. • Curis Technologies Ltd. 	Energy Services <ul style="list-style-type: none"> • IAL Engineering Services Guyana Inc. • Superior Energy Services (Stabil Drill) • Non-Destructive Testers Limited (Guyana) Inc • Tuboscope (Holdings U.S.) LLC
Manufacturing <ul style="list-style-type: none"> • Guyana Breweries Inc (GBI) 	Insurance & Financial Services <ul style="list-style-type: none"> • Premier Insurance Company Inc. • Massy Finance Remittances Ltd. 	Gas and Oil <ul style="list-style-type: none"> • Guyana Deepwater Operations Inc. (SBM Offshore) • Schlumberger
Sales & Distribution <ul style="list-style-type: none"> • SCL Guyana Inc. • Survival Systems (Guyana) Inc. • Lubetech Guyana Incorporated 	IT and Telecommunications <ul style="list-style-type: none"> • PBS Technologies 	

Checklist for Employers

- ✓ Basic verification includes: Identification, Authorization to work in the country, Academic qualifications, Employment Experience, Police Certificate.
- ✓ Depending on the job and industry: a selection of background checks (financial, criminal, social media and statutory status); transcript requests, Psychometric Assessments, Medicals, Statement of Claims, Assessment Centers – Professional, software, aptitude or language.
- ✓ Recruitment Agencies should provide levels of verification per Client needs. The average cost of a Permanent Placement Request is one month plus any optional services required and Temporary Positions the cost may average Candidate's rate X 1.5.

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OUTSOURCED PAYROLL SERVICES – Guyana

As your Payroll service provider, we aim to offer you flexibility and streamlined payroll outsourcing services at a competitive price. Our goal is to help you achieve tangible benefits in the areas of cost savings as well as increased service level performance. We take great pleasure in proposing our payroll outsourcing services to you and hope that we can work together in synergy to expand and grow together.

Scope of Work

EVE will provide Payroll Processing Services to your Company upon agreed terms and conditions. Our payroll services include calculation of each employee's payroll, including PAYE and National Insurance contributions. EVE will maintain accuracy and timeliness of all aspects of payroll processing including the disbursement of salaries directly to employee's accounts and remittance of statutory payments on or before due date.

The following functions will be provided as part of our payroll outsourcing services:

1. Calculation of net wages and salaries payable for a local payroll
2. Direct deposit of net payment to employees' accounts in local currency
3. Ensuring that statutory payments are remitted on or before due date to the Statutory Authorities
4. End of year reporting for employees and submission to Statutory Authorities.
5. Send payslips via e-mail directly to employees' e-mail addresses
6. Ensuring compliance with all statutory bodies



OUTSOURCED PAYROLL SERVICES – Guyana

Methodology

- ♦ EVE will input, compute and finalize the payroll based on information provided by the Client.
- ♦ Reports will then be sent to the Client for approval. Upon approval of the payroll, EVE will generate the total payroll cost and notify the Client via e-mail of the amount to be funded for the payroll.
- ♦ Once funds are received from the Client, the appropriate remittances will be made to the relevant Statutory authorities and salaries will be transferred directly to the employees' bank accounts.
- ♦ EVE will send employee pay slips via e-mail, according to the instructions the Client provides.



Contact details

ONLINE

www.eveandersonrecruitment.com

PHONE

+1 592 645 3463

EMAIL ADDRESS

guyanarecruitment@eaastaff.com

