



## Personnel documentation administration

Successful operation of a company is based on correct perception of human resources importance. Progressive employers who focus on human resources management often refer to human resources professionals, and these employers are doing this either due to time shortage or due to lack of experience. It is a logical step in the direction of effective business.

All attention should be focused upon a company's core business activities, whereas secondary activities should be outsourced. Thus, entrust your personnel documentation administration to "BPO House".

Our best administrative practices and reliable IT tools is a guarantee for professional personnel documentation management and data confidentiality.

### Personnel documentation administration services:

- **Placement procedures.** Employee file management, documents preparation and control, introduction to work safety, fire safety and internal rules; notifications to necessary institutions etc.
- **AOB (any other business) administration.** Changes to labor contracts, preparation of orders, delivery of reports, reports to state institutions, important dates' reminders (birthdates, work anniversaries), employee file management etc.
- **Layoff procedures.** Preparation of requests, contract termination, safekeeping of documents, checking whether an employee has settled his or her accounts with an employer.



### Documents administration outsourcing benefits:

- You will be able to pay more attention to your company's core activities.
- You will simplify administration procedures.
- You will transfer your responsibility upon us.
- You will reduce your expenses; fixed costs.
- Modern technologies will ensure highest quality.
- Safety, confidentiality, constant supervision.

Call us today and find out how we do it:

**Tel. (+370 5) 278 55 00, email: [info@bpohouse.lt](mailto:info@bpohouse.lt)**