



Dedicated personnel package

We provide dedicated personnel in field of:

Web development and maintenance

Graphic design

Content creation and illustration

Administrative, paperwork and virtual assistance

Dedicated personnel helps you maintain your high level of service quality while keeping your operating cost under control and flexible

1

What is dedicated personnel?

3

**What services will we provide you?
And how much you can save?**

2

**Why dedicated personnel and not
full-time employee?**

4

**Our recruitment, management and
reporting process**

What is dedicated personnel?

What is dedicated personnel?

Dedicated personnel responds to **temporary or specific staffing need** in which case **the employer cannot hire full-time employees due to lack of expertise in certain fields, lack of recruitment channels, or complexity of paper work**. The be-said employer may ask for help from a staffing company.

The dedicated personnel is usually found and practically managed by a **staffing company or a firm which specializes in the searched field**.

This service provider will take care of **recruitment, management, quality control**, etc. for the account of their client, in exchange for **reasonable fee**.



Why dedicated personnel and not full-time employee?

Why dedicated personnel and not full-time employee?

- Your company has temporary assignments that you need to finish within an urgent deadline, but you **don't have time and appropriate channels to recruit**.
- Your company wants to profit the reasonable **price/quality ratio** of labor cost in the third country, but you doubt about the long-distance management and the complexity of local Labor law.
 - Your company want to **keep the personnel cost under control and flexible**, to reduce « job-waiting » time of your permanent employees.

With dedicated personnel, you profit PAY-AS-YOU-GO basis.



Price // Quality

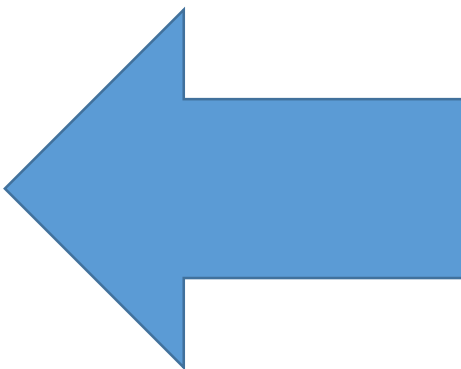


What services can we provide you?



Web development and maintenance

- ✓ Web site administrator
- ✓ HTML/CSS developer
- ✓ Wordpress CMS developer
- ✓ Graphic designer
- ✓ UI/UX consultant
- ✓ SEO consultant/executive
- ✓ Tester

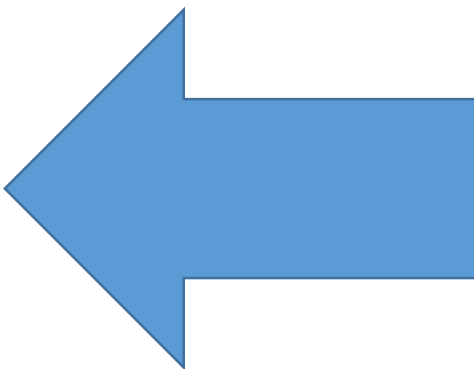


- Abundant pool of 100 qualified developers
- Quick recruitment within 2 weeks
 - Rapid placement
- Daily management and all necessary infrastructure at minimum price
 - 50\$US – 200\$US**
 - Most efficient cost: **300\$US – 900\$US**
 - Per staff month



Content creation and illustration

- ✓ Copy writer
- ✓ SEO content creator
- ✓ Illustrator
- ✓ Content marketer
- ✓ Translator
- ✓ Photographer



- Abundant pool of
 - 55 experienced content creators
 - 85 qualified illustrators
- Quick recruitment within 2 weeks
 - Rapid placement
- Daily management and all necessary infrastructure at minimum price
 - 50\$US – 200\$US**
 - Most efficient cost:
 - 200\$US – 900\$US**
 - Per staff month

Virtual administrative assistance



- ✓ Personal assistant (for paperworks, schedule management...)
- ✓ Accountant (for tax claims, tax declaration...)
- ✓ Law consultant (for any legal advices)
- ✓ Administrative assistant (for visa, government authorization...)
- ✓ On-site guide for foreigners (for local culture, apartment search...)

- Abundant pool of 127 qualified consultants and assistants
- Quick recruitment within 2 weeks
 - Rapid placement
- Daily management and all necessary infrastructure at minimum price
 - 50\$US – 200\$US**
 - Most efficient cost:
 - 250\$US – 1000\$US**
 - Per staff month

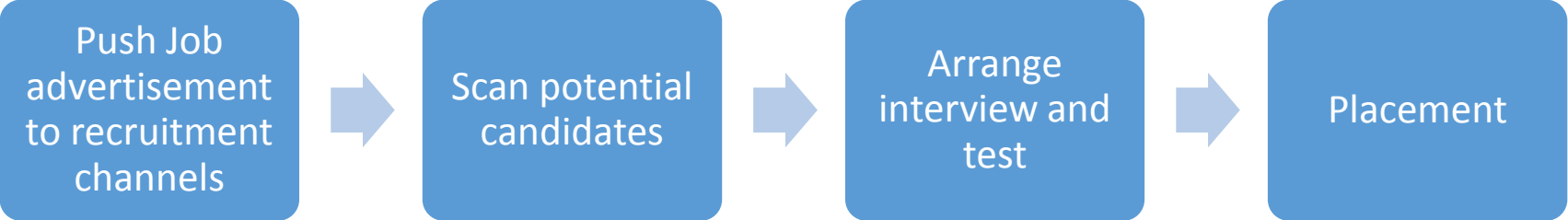
And how much can you save?

Cost for	If you find staffs your self	If Socicom helps you
Recruitment process	<p>1 – 2 month searching >= 1 month payroll paid in advance for employment agency Not sure to find the suitable candidate</p>	<p>2 week* searching 0.4 month payroll for recruitment fee Only pay after the placement of suitable candidate</p>
Payroll	<p>Gross salary + Laywer fee + Accountant fee + Time Process paper work yourself: -Local labor contract -Income tax, insurance for employee -Tax declaration troubles for your company</p>	<p>Only gross salary and modest management fee. We will finish all paper work within 10 working days* after your recruitment decision.</p>
Long-distance management	<p>Hire a place Find on-site manager to manage staffs Not sure of staffs’ attitude and performance</p>	<p>We provide : -Place, parking, free lunch, corporate activites -Daily management on your demand</p>

*Estimated in general cases

Our recruitment, management and reporting process

Our recruitment process



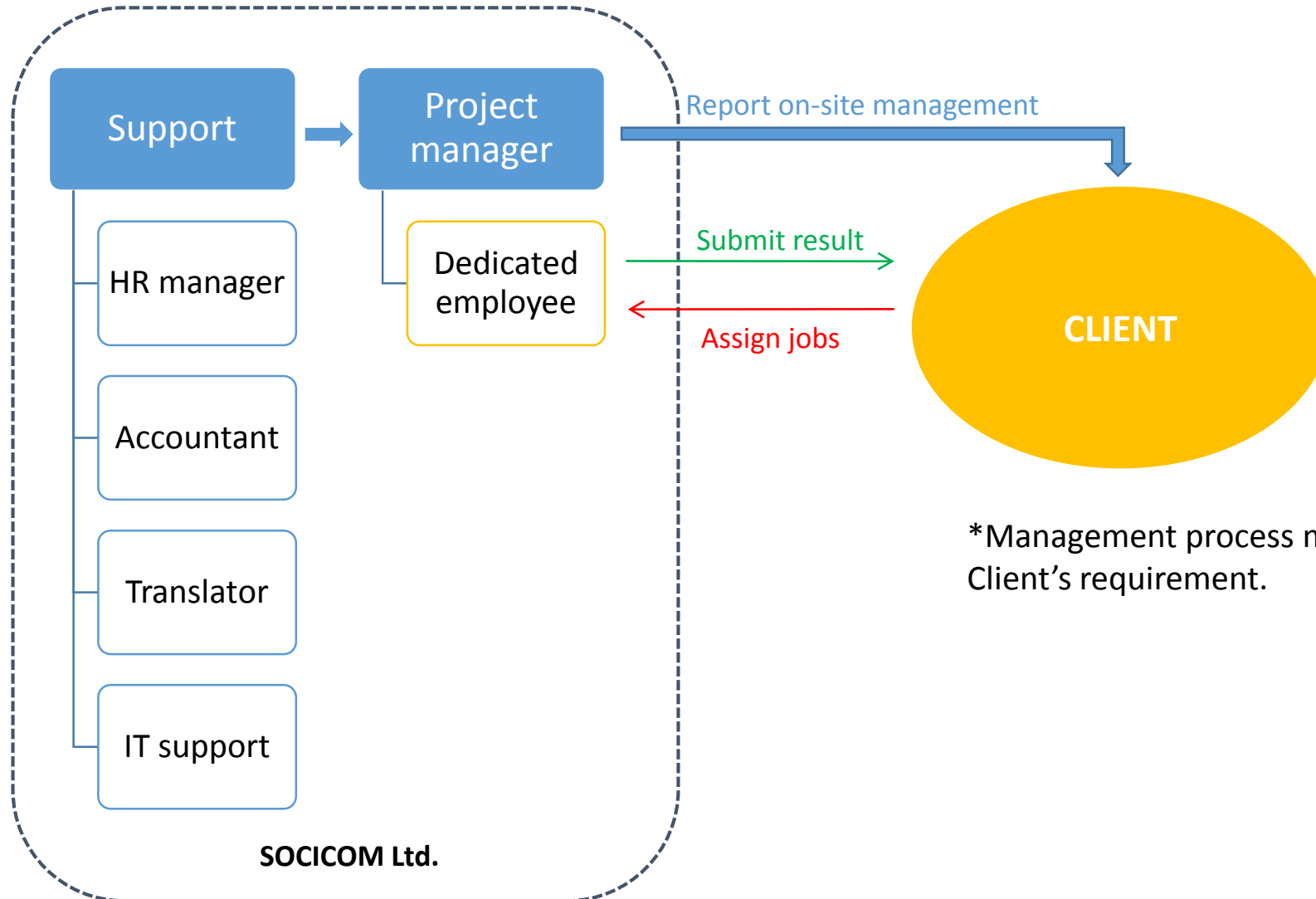
- Relevant channels to the searching field
- More than 500 channels (online/ offline, private/professional, agency/ universities...)
- Ensure minimum number of applicants (depending on field and level of expertise)

- Select potential CVs that matches Client's requirements.
- Send selected long list to Client for Interview round

- Schedule Interview and Test session
- Prepare material and technical nessescity
- Support Client on Interview day
- Report short list of candidates

- Prepare candidates on resignation
- Oversee paperwork
- Set up reporting process
- Assign Project Manager (PM) in charge of managing Client's assignments

Our management and reporting process*



Our values

TRANSPARENT

ECONOMICAL

EFFICIENT



We will be happy to listen to you.
Please contact us!

Ms.Minh Nguyen

Email: minhnp@socicom.vn

Mobile: +84 965 638 643

Website: www.socicom.vn

Address: 38M2 - Yen Hoa Urban Area - Cau Giay Dist.
- Hanoi - Vietnam