

Offer of the OK JOB Sp. z o.o. Temporary Employment Agency

Prepared by:

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Who are we?

OK JOB Sp. z o. o Temporary Employment Agency with its registered office in Jarosław, was established on the basis of the knowledge of employees with many years of experience in Temporary Employment Agencies and managerial positions in HR departments.

We specialise **in recruiting employees from Poland and Ukraine**, which is why our team consists of mobile bilingual coordinators who look after our employees at clients' premises and of a network of associates working in almost every region of Poland and Ukraine and supporting our recruitment processes.

The convenient location of the company's headquarters made our agency specialise in recruiting and servicing employment of employees from the east. Thanks to the fact that we offer free of charge assistance in finding a legal job, a decent salary and adequate living conditions, the group of our employees is growing every month.

Motivated employees from Ukraine help Polish companies to reduce staff shortages and limit the turnover of employees.

We have a network of representatives in Ukraine who provide us with access to candidates correctly verified in terms of the customer's needs. Satisfied employees also recommend us to their friends, thanks to which we are ready to provide our customers with employees in the shortest possible time.

For the convenience of our business partners, we offer comprehensive services related to the employment of foreigners. In this way, we ensure fully legal and economic optimisation leading to a significant reduction in employment costs.

Each client is served by a dedicated coordinator who looks after both our client and employees, enabling them to communicate freely in their native language. .

We have several offices throughout the country (including in Mielec, Tychy, Legnica, Ożarów Mazowiecki).

We also offer cooperation in the field of employment of workers from Asia.

Advantages of employment

- Access to qualified employees (cooks, construction workers, operators, the IT industry, locksmiths and many others),
- Long-term employment relationships with simultaneous assignment to a specific employer.
- The Agency takes over all formalities related to the employee registration procedure
- In each group delegated to the client there is a person who has a communicative command of English.
- The Agency Coordinator takes care of both the employees and the client
- Thanks to the partner network in the most important Asian countries and good relations with consulates, Ok Job Sp. z o.o. is currently recruiting employees from countries such as China, Nepal, India, Thailand and Bangladesh. The cooperation network includes over 30 Asian employment agencies.

Among the companies that have already trusted us are the following companies: Lear Corporation (Mielec, Tychy, Jarosław, Legnica, Bieruń), Proseat, Viessmann Technika Grzewcza, E.Leclerc Polska, PRO-FLEX, Henniges Automotive Prudnik, BorgWarner, MidOcean, Stalmax, Strabag, Kefirek, PPHU Specjal, Centrostal, Eurobud, Ekotech, Firma BOR, Husqvarna, Effect Glass, Eurobud, Grupa Kapitałowa Bać-Pol, Solbet and many others.



Our offer:

The choice of the most appropriate service takes place after learning about the client's needs and the course of previous activities in the field of personnel policy. Below please find general information about the services we can offer.

Recruitment and selection of employees:

The process of acquiring candidates from the primary and secondary market ends with the selection of a candidate by the client.

Advantages of external recruitment:

- Possibility of recruiting employees without disclosing the name of the employer - used when the employer is looking for a candidate for a position already occupied by an employed employee;
- Access to candidates from competing companies;
- Selection of applications, meetings only with candidates who meet the client's expectations;
- Lessening the workload of the HR department connected with recruitment activities;
- Invoice for an external service,

Temporary work service:

As part of the service, the Agency takes over the responsibility for both recruitment and HR and payroll works related to the employment of temporary workers.

Advantages of temporary work:

- Lessening the workload of the HR department connected with recruitment activities (posting advertisements, interviews, verification of experience, references).
- The Temporary Employment Agency takes over the responsibility for administrative activities (referrals for medical examinations, signing the agreement, settlements with the Social Insurance Institution, etc., payment of remuneration, etc.).
- **Short notice periods for a temporary employment agreements in the event of dissatisfaction with the quality of work performed by the employee - from 3 days to 1 week.**
- Possibility of signing many agreements with an employee without the need to enter into an employment relationship for an indefinite period. A temporary employee may work for one Employer-User up to 18 months in a consecutive period of 36 months.
- Possibility of employing a temporary employee by the Client during the verification period.
- Own staff number unchanged.
- Replenishment of staff shortages during employee holidays.
- Invoice for an external service.

The price offer is calculated on the basis of the qualification form presented by the Client.

With kind regards,
Przemysław Rączka

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