HR Admin Outsourcing

Are you a multinational company with business expansion to Hong Kong, but the team in Hong Kong is too small for you to hire an in-house Human Resources personnel to take care of all the local HR administration tasks? W Consulting is here to help! We proudly present our HR Admin Outsourcing service which is specially designed for global corporations with headquarter based elsewhere, while having a small establishment in Hong Kong.

What do we offer?

Compensation & Benefits

- Advice on C&B Package Design
- Compensation benchmarking
- Benefits vendors analysis & sourcing

Documentation & Data Management

- Employees/Applicants Record Maintenance
- Standard letters, forms, contracts
 & employee notices
- Leave registration & absence recording
- Visa & Work Permit Application (for non-local residents)



Employee Relations

- Employee Handbook
- On-boarding services
- Leave Management
- Performance management & disciplinary actions
- Exit interviews
- Employee Point of Contact for HR Policy and Benefits

Optional Services

- Employee & management development
- Succession planning
- Vendor sourcing and management (benefits, staff& management training, etc.)

Policy & Compliance

- HR policies & practices
- Leave policies
- Disciplinary & grievance policies
- · Statutory Compliance

We will provide **telephone hotline** and **e-mail** support to handle all enquiries related to HR admin during office hours (Monday to Friday, 9:00am-6:00pm). Any enquiries received outside office hours will be replied within the next working day.



W Consulting Company Limited





Benefits of HR Admin Outsourcing

By engaging W Consulting to undertake all your HR administration and data management tasks in Hong Kong, you will be able to:

- Increase productivity free up your internal time and resources, allowing your Hong Kong team to put their full focus on strategic business-generating activities
- Save operating cost no longer require your regional HR to handle these tasks remotely; also save an in-house HR headcount for your Hong Kong team
- Ensure local compliance guarantee your local business strictly comply with the Hong Kong Employment Ordinance





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