



KONICA MINOLTA

HR Outsourcing Service

Improve your business resilience by smart resource allocation

Enterprises are finding ways to free up non-core functions to focus on their strengths. Outsourcing could be an option as it offers the following advantages:



Enhance work proficiency



Improve service delivery



Control headcount



Save operational cost



Minimize supervision

Konica Minolta's Human Resources (HR) Outsourcing Service helps your organization streamline HR processes by providing a one-stop professional service covering the following areas:



Service Areas:

Appraisal & Retention

Staff Outsourcing

HR Consultation

e-Leave & Attendance

Recruitment

Payroll

Staff Outsourcing Service

- Long term / short term
- Fulfill both permanent and contract labor requirements
- On-job training
- Administrative tasks management (e.g. payroll, leave, attendance, etc)

HR Consultancy Service

- EMPF consultancy
- Staff case consultancy
- Labor ordinance consultancy
- Benefit and compliance reviews
- Salary benchmarks
- Job description review

Recruitment Service

- Job ad posting
- Interview arrangement
- CV screening
- Candidate shortlist



Payroll Outsourcing Service

- Employee self-service portal supports access from any device anywhere
- Fully complied with HK Employment Ordinances
- Monthly payroll report

e-Leave & Attendance Management

- Web-based platform for e-leave submission & approval
- Flexible approval routing
- Employee leave summary in calendar view
- Accurate clock-in/out with GPS capability

Appraisal & Retention System

- Employee self-service portal supports access from any device anywhere
- Customizable performance criteria
- Multi-level appraiser support



Why Choose Konica Minolta?



Full range of services
Comprehensive HR services



Total solutions
Customized solutions for HR process automation



High flexibility
Diverse talent pool available



Trusted partner
Business insights & advice delivery

Contact us for more information at 2565 8181 (Press2 > 8)

