

# OFFSHORE STAFFING SOLUTIONS

**SAVE UPTO:** 60% WITH OFFSHORE STAFFING SOLUTIONS



The costs associated with full-time employees can restrict a company's growth and overall success. Salaries, benefits, and tax requirements are just some of the many expenses that continue to climb for permanent business support resources. Pena4's offshore staffing solutions enable our partners to build a skilled, experienced, and dedicated team without the overhead and risk.

## Our offshore staffing solutions deliver four significant benefits to our clients:

### 1. Save Money

Pena4's offshore staffing services are bundled into a set monthly fee. Each payment covers periphery costs such as IT equipment, office space, furniture, support staff, payroll services, employee engagement costs, and more.

### 2. Scale Up or Down

Our offshore staffing strategies are customized to meet and evolve with our client's current workforce demand. You can scale up as needed, without the upfront expenses, risk, or losses that come from scaling down.

### 3. Grow Your Business

Pena4's offshore staffing solutions equip organizations to outsource their back office job operations, including Admin, IT, Finance, Operations, and Legal so you can refocus on your business's core responsibilities.

### 4. Increase Quality and Efficiency

Pena4 offers managers immediate access to an elite pool of highly educated and experienced remote resources across multiple disciplines and on a global scale.

### Full-Service Offshore Staffing Services

When we say we source top-performing talent, we mean it. We only recruit professionals with 4-year college degrees. Additionally, the Pena4 model allows clients to train and employ resources who fit into your existing corporate culture. Most importantly, Pena4 adjusts to your practices and technology, ensuring you retain full control of the entire staffing process.



### HIPAA & Hitech

Annual staff training on HIPAA & HITECH Privacy and Security Rules



### Biometric Digital Access

Access to each floor is restricted, open only to staff who are authorized entrance.



### Website & Software Restrictions

Employees have computer access to work product and applications only. No ability to save or store documents/data. No access to browsers or unauthorized websites.



### Security Personnel

Security personnel assigned to office building entrances and on each floor. Employees must leave cell phones/smart devices with security prior to entering the building.



### Video Surveillance

Surveillance cameras located at the main entrance of each office building and on the entrances to each floor. Monitored by security personnel and management, 24/7 remote access to surveillance.

HR	IT	Admin	Legal	Finance	Operations
Health benefits & other benefits for resources	Security	Office supplies for resources	India Government, State & Local Compliance	India company taxes (Government, State, Local)	The number of resources required
HR policies - administering, monitoring and enforcing	Internet	Business Start-up Costs (Office furniture, workspace, & modules)	India Labor, Business, & Employment Laws	Payroll, payroll taxes, government fees, etc. for resources	Role or title designation (original and change) for resources
HR and general oversight of resources	Power generators and disaster recovery	Work schedule coordination (Dedicated Client Service Coordinator assigned to the team)	Insurance		Position requirements definition - Job Descriptions
Resource Salaries and salary increases/adjustments	Desktop, keyboard, mouse and other equipment	People mgt. of the team (Dedicated Client Service Coordinator assigned to the team)			Requisition, interviewing & selection of resources
Recruitment of resources	IT infrastructure (hard & software-basic)				Initial training & remedial of resources processes
Background Verification & Medical Test	IT support (physical, connectivity, OS)				Assignment of work to resources (re-assignment when needed)
Employee Onboarding and Induction - Overview of company and client policies	VoIP telephony application with compliance and recording calls capability				Management/oversight of resources specific job functions & performance
Resource initial certifications/credentials and annual maintenance/upkeep	IT support (your company-specific software/applications)				
Employee engagement & retention					
Accounting of hours					
End of year appraisals with feedback from client					
Exit HR process		PENA4 (RESPONSIBILITIES)		CLIENT (RESPONSIBILITIES)	

**///** Pena4 doesn't let a minute go by without a response...  
 (They provide) competitive rates with quality results.  
 Pena4 is responsive, supportive and professional **///**

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