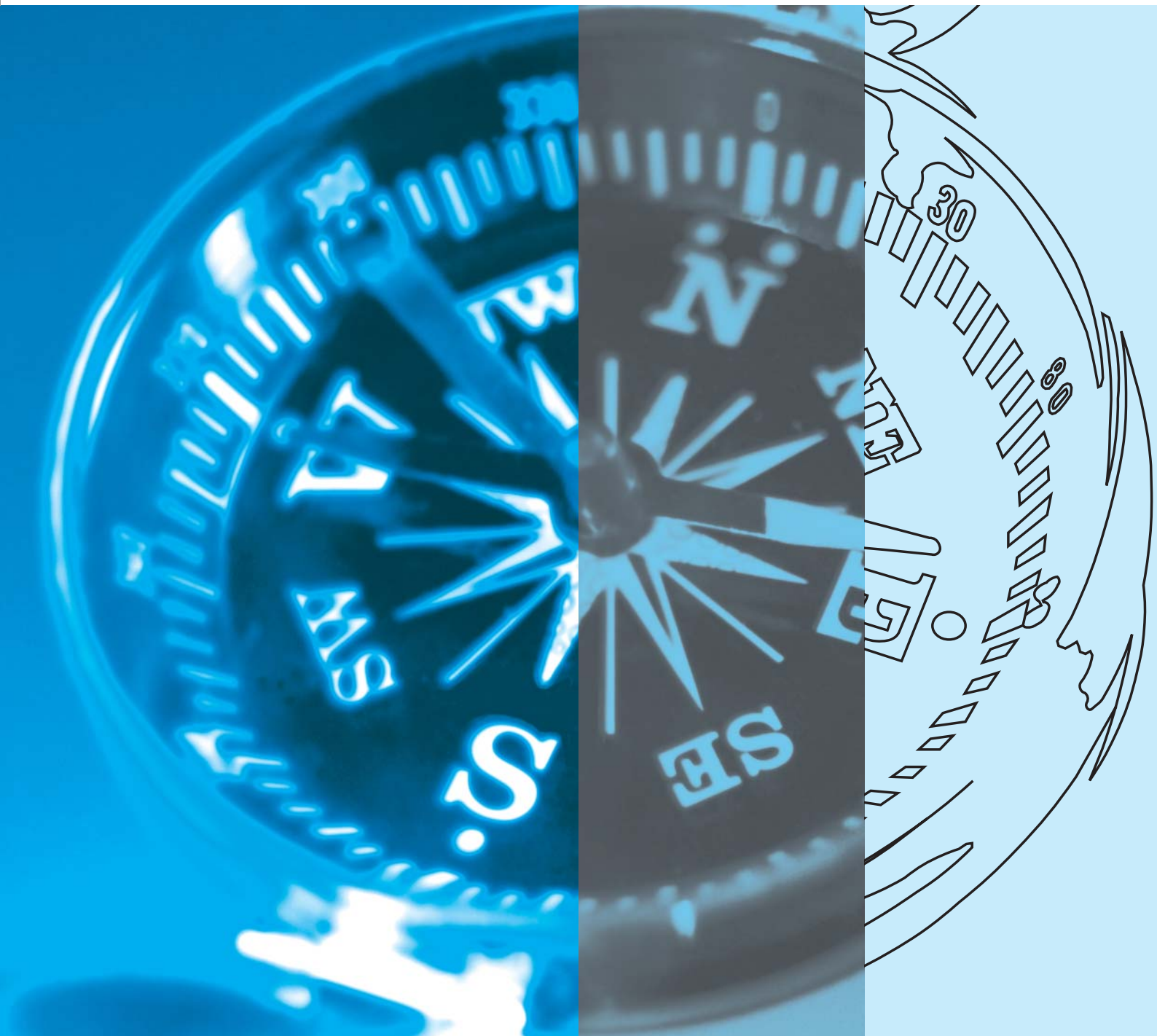


HR management – in Switzerland and abroad





High-performance, smooth-running human resources management is one of the keys to corporate success. Yet the term HR management refers to a very broad area – and the terrain is often rough.

Aczenta International GmbH

is your compass

The workflows involved in HR management are both varied and complex. Aczenta International GmbH offers professional support in all areas of HR management, and knows which paths to take.

As a company with operations around the world, Aczenta International GmbH has a wealth of knowledge about economic, legal and social conditions in different countries. An international network ensures that we meet the highest standards.

in the world of HR management



Staff search and secondment

Work around the world

With a comprehensive service and personal care, Aczenta International GmbH supports you in all your HR management matters. Put your staff in good hands. Find personnel in Switzerland and throughout the world, to work anywhere in the world. Give your expatriate staff the security they need. Improve and enhance HR procedures in your company.

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Aczenta International GmbH specialises in staff searches, recruitment and secondments for personnel in Switzerland and abroad.

Taking care of expat staff

Feel at home, abroad

Page 5

Aczenta International GmbH supports staff working abroad and ensures that they benefit from the best possible information, security and care.

HR projects

Personnel development

Page 6

Aczenta International GmbH develops and coordinates projects to optimize your company's HR activities.

HR management

Your staff are in good hands

Page 7

Aczenta International GmbH coordinates the full range of HR management workflows.

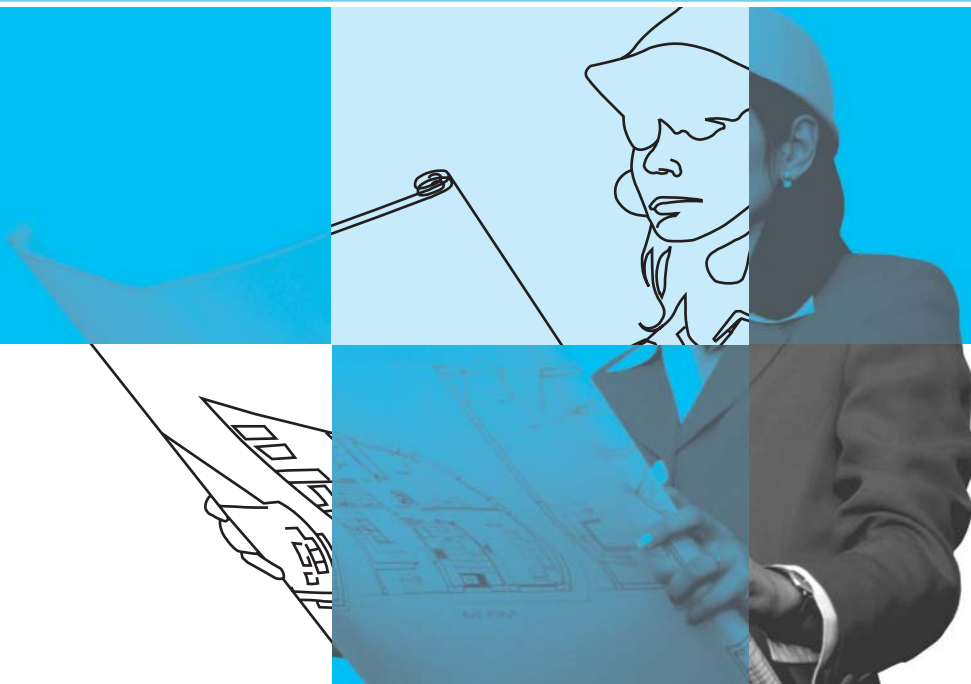


Work around the world

It is not always easy to find the right staff. Aczenta International GmbH recruits, arranges secondments and conducts staff searches both in Switzerland and internationally. Abroad, our network partners ensure that we meet the highest standards. With our professional support from when the job ad is placed to when the contract is signed, we are on hand to guide you effortlessly through the recruitment process.

Services

- Analysing the current situation
- Producing candidate profiles
- Designing the look and content of job advertisements
- Supporting candidate evaluation and pre-selection
- Drafting employment contracts
- Secondment or staff searches for individuals and teams for major projects
- Support with setting up foreign branches

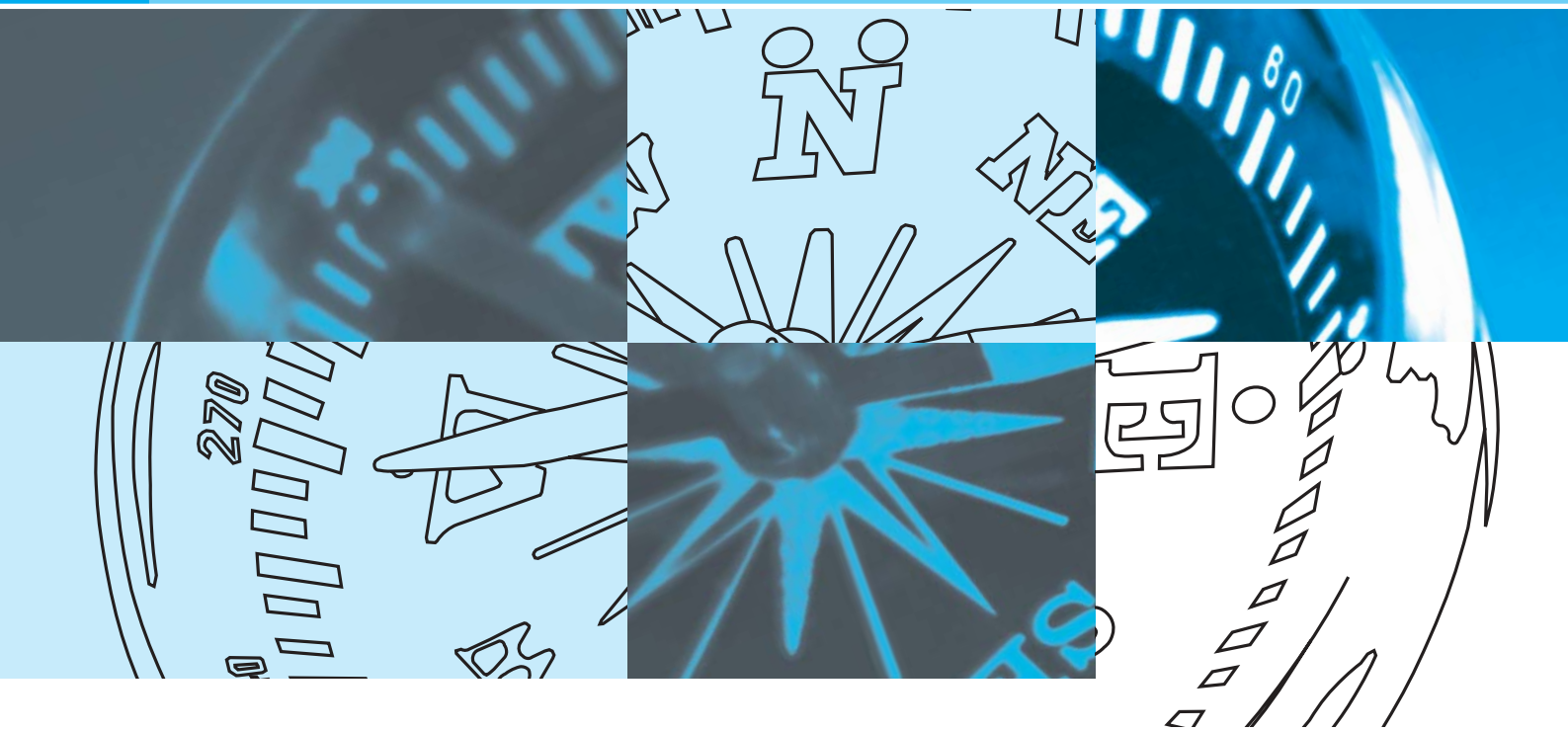


Feel at home, abroad

Every country has its own labour rules and regulations. Aczenta International GmbH is familiar with local situations around the world and will support your staff while they are working abroad. Well-known network partners have a part to play here: their specialist knowledge ensures that everything runs smoothly, while ensuring the highest degree of personal security. Your staff will feel at home, even when they are working abroad.

Services

- Evaluating the legal framework abroad
- Providing information on practical details and requirements abroad
- General and personal security analysis
- Organising medical examinations
- Ensuring the provision of medical services
- Handling administration and payroll
- Guaranteeing compliance with social insurance regulations
- Repatriating staff in crisis situations
- Providing information to relatives of staff members



Personnel development

Major changes within HR management demand a coordinated approach to HR projects. Aczenta International GmbH develops strategies and conducts programmes aimed at raising performance and efficiency in the human resources sphere. Customized solutions will identify the best possible workflows for your company.

Services

- Planning and implementing new workflows
- Developing working hours models and instruments
- Developing and conducting staff assessments
- Designing and handling staff surveys
- Amending and producing new staff regulations
- Analysing and implementing cost-reduction programmes
- Setting up and implementing restructuring projects
- Creating remuneration and training models
- Supporting outsourcing projects
- Labour market analyses
- Evaluating and introducing software for HR and applicant management, staffing, performance, payroll, etc.

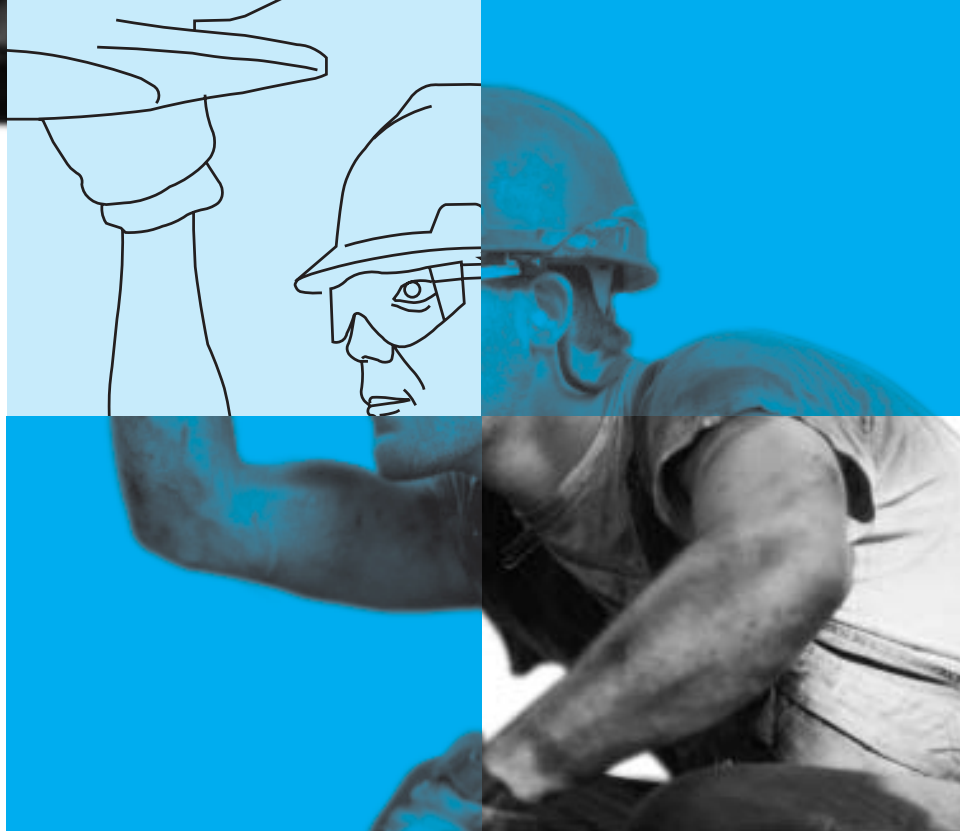
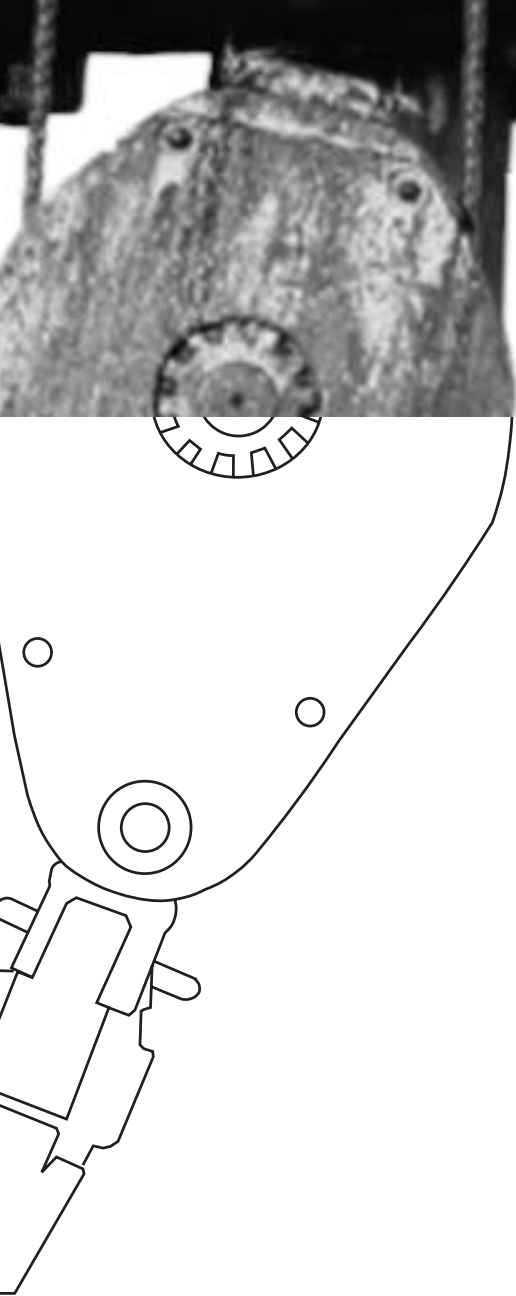


Your staff are in good hands

Only an efficient and well-structured organization can enable your staff to perform to the very best of their ability. Aczenta International GmbH responds to a company's individual needs and develops appropriate solutions. You benefit from a broad range of services which ease the administrative work or even eliminate it entirely for you.

Services

- Reviewing and optimizing HR management
- Ensuring formal procedures – from appointment to departure
- Drafting of employment contracts, references and staff regulations
- Designing and implementing a standardised set of forms
- Support in legal matters
- Advice on insurance and tax-related regulations in Switzerland and abroad
- Taking over HR management in a permanent outsourcing arrangement or ad interim
- Payroll



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