

QUICK JOB - YOUR BRIDGE TO POLAND



Who are we?

QUICK JOB Polish Employment Agency has been functioning in Warsaw since 2005. At first it was a students company, under the auspices of Business Centre Club. Since then, we managed to gain knowledge and experience and became a professional HR company. We offer our Clients complex HR services ranging from counseling, through recruitment and training, to administrative attendance of staff.

Our vision

Like Lee Iacocca we think that „In the end, all business operations can be reduced to three words: people, product, and profits. Unless you've got a good team, you can't do much with the other two.”

We aim to help you build such good team.

We understand international business

We realize, how complicated it is, to run business on an international market. One of the difficulties is starting business in a foreign country and finding appropriate employees there. There are also other concerns like lack

of knowledge about other regions, legal differences and communication problems caused by language barrier. That is why, to help you develop your business in Poland, we propose complex cooperation in HR area. In our offer you will find recruitment, training and counseling services.

Each company is different

That is why we bet on individual approach and we adjust to your specific needs and expectations. Instead of using standard solutions, we conduct individual analysis of your needs and create best possible strategy. Our goal is to prepare a complex service, perfectly fitted to your needs, for example “recruitment with preliminary training of employees”.

Our propositions may be especially interesting for a company starting business activity on a new market. For such a company it is a great opportunity because we render broad range of human resources management services, taking into consideration characteristics of your company and effectiveness of offered solutions.

Poland – key facts

This year Poland is still on top of world's investment attractiveness rankings. We owe this position to political and economical stability, European Union and NATO membership and most of all competitive production costs and preferential investment terms.

Easy access to highly qualified staff is Poland's valuable asset – percentage of people with secondary education is higher the european average and more than half of the population between 19 and 25 years of age is studying on university level. Most of the graduates speaks foreign languages fluently and among them english is almost a standard and german, russian, french and spanish are also popular.

Poland's geographic location also encourages business. It is in the centre of Europe between European Union (Germany,

Czech, Slovakia and Lithuania) and eastern European countries like Ukraine, Belarus and Russia. It means 250 million consumers in 1000 kilometers range. Additionally numerous airports and sea access makes it easy to distribute goods to the whole world.

Poland's economical results are ones of the best in region. Poland will also receive around 67 billion EUR for investments until year 2013. It is also worth mentioning that polish government plans to introduce euro as an official currency in the near future.

Poland not only lies in the middle of Europe, but it is also a huge market for goods and services – it is sixth biggest European Union country, as population is concerned.

OUR OFFER:

QUICK JOB

EMPLOYMENT AGENCY

RECRUITING AND SELECTING POLISH CANDIDATES TO WORK ABROAD

We will find for you polish workers interested in getting employed in the selected country. We are in possession of extensive and regularly updated database of potential candidates. Among them are young, enthusiastic graduates of renowned schools but also people with rich professional experience. Our candidates have skills and experience followed by interest in international projects and willingness to take up new challenges. Range of our recruitment services is adjusted to your individual needs and expectations.

When recruiting for key job positions, we offer extensive recruitment system based on verification of candidate's most important skills and competence through extended interview, tests, Assessment Centre and psychological analysis.

We also offer QUICK JOB Express service, which is aimed to find a new employee in a fast and cheap way. In practice it, among other things, means shortening of recruitment process by limiting it to those elements, which, according to our experience, give biggest added value. The key goal is to optimize time and costs while keeping high quality of service.

ORGANIZING YOUR COMPANY'S DIVISION IN POLAND

You may be interested in extending your business activity on Poland.

We offer complex cooperation in organizing a new office. We can help you create a one person trade agency but we can also build an effective team, starting from scratch. It includes secretaries, specialists, up to managers. For new employees we offer training on your company's culture, communication, marketing and teamwork skills. Our support is however dependant on your individual needs and business plans.

ORGANIZING POLISH DIVISION FUNCTIONING ON TELEWORK BASIS

These days distance and location do not play an important role. What counts are quality of service and costs and effectiveness of work. That is why we offer you building a division in Poland, which functions on telework basis, for example sends work results using electronic means. Such solutions gives you opportunity to hire high class specialists, no matter what their place of living is. What it gives you is highly competent staff but with moderate costs.

Poland with its well qualified personnel and advantageous investment terms is worth considering if you want to create a service or R&D centre for your company.

CREATION AND DEVELOPMENT OF SALES REPRESENTATIVES NETWORK

Selling a product is a final goal of every business, therefore good sales representative is invaluable for a company. Sales effectiveness is a direct result of representative's competence and social skills. That is why we offer you to build a sales representatives network. Such service combines

candidate selection with training on: effective sales techniques, knowledge about your product, negotiation and building long term customer relations.

ANALYSIS OF POLISH JOBS MARKET SITUATION

Our experts have thorough and current knowledge about local jobs market. It is essential not only for recruitment but also for the process of making key decisions concerning development of your company in Poland. Our reports will give you comprehensive information about: available employees of various grades in given sector, average work costs and preferred forms of employment in the region of your interest.

SUMMARY

We can do much more for you, than what was mentioned above. We are open to your needs and our offer is constantly adjusted to market needs and of course our Customers.

If you are looking for HR consulting or training services not mentioned in this short presentation, you are welcome to contact us. We will define your needs and prepare an appropriate offer.

Why QUICK JOB?

- QUICK JOB is a young and effective team – we like new challenges, we are open to unusual projects and we seek unorthodox solutions.
- We have direct access to young specialists – students and graduates of polish best schools, who speak at least one foreign language fluently.
- We have experience in international cooperation. We successfully carried out recruitment projects in Warsaw, but also in Czech, Portugal, Germany and Austria.
- We provide our Customers with services in their native language – from offer and contract preparation, to current project handling.

Most importantly: we act in a fast and solid way – we know that punctuality and reliability is indispensable for every business.

Contact:

We encourage you to make use of our services. Our consultants will answer all your questions and provide you with appropriate solutions for your company.

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