

In order to support you in your development in Eastern Europe and sustain your activities, Valians International offers you a range of solutions in Human Resources: **comparative HR management and salary study, HR audit, recruitment, wage portage, payroll management or coaching of teams.**

Detail on three of our flagship offers.

Recruitment

Whether it is a manager, a technical sales representative, or a site Manager, recruiting your own resource locally offers many advantages to sustain your development on the Polish market. Poland offers very good multilingual qualified international profiles who will be able to operate both in Poland but also on neighboring countries, with sectoral expertise and good knowledge of intercultural aspects.

VALIANS' SUPPORT

- ✓ Definition of the job description in line with local market environment.
- ✓ Search for candidates through ads, networks and head-hunters.
- ✓ Qualification of candidates through interviews.
- ✓ Selection of candidates.
- ✓ Advice and support until the conclusion of the employment contract.
- ✓ Post recruitment evaluation.

In case you do not have a legal structure in Poland, we offer you two solutions to hire your new employee and get your own sales team with limited risk.

Wage portage

- Have a full-time employee locally-based to develop your business.
- Unburden yourself of all the administrative constraints of managing employees.
- Obtain advice and assistance on intercultural issues, business practices and labour Polish law.

VALIANS' SUPPORT

- ✓ **Preparation of the work contract in Polish** (Preparation of all administrative issues to register the employee: social welfare, tax office, work medicine, work safety, organization of working tools...)
- ✓ **Payroll Management**
 - Monthly payment of salaries, bonuses, tax and social welfare to the employee and legal authorities.
 - Management of any operational costs: phone, trips, hotels...
 - Management of all HR issues related to labour law in Poland.

Payroll Management

- Have your own local employee (integrated into your company's workforce) to develop your business.
- Avoid the creation of a legal structure (subsidiary).
- Obtain advice and assistance on intercultural issues, business practices and labour Polish law.

VALIANS' SUPPORT

- ✓ **Tax registration procedure with the Polish authorities:** Obtaining the company's NIP + VAT and ZUS numbers.
- ✓ **Monthly payrolls Management:** calculation of payrolls and preparation of monthly salary, calculation of monthly instalments of income tax, preparation of social declarations and transmission to the competent office of the ZUS, annual tax return.