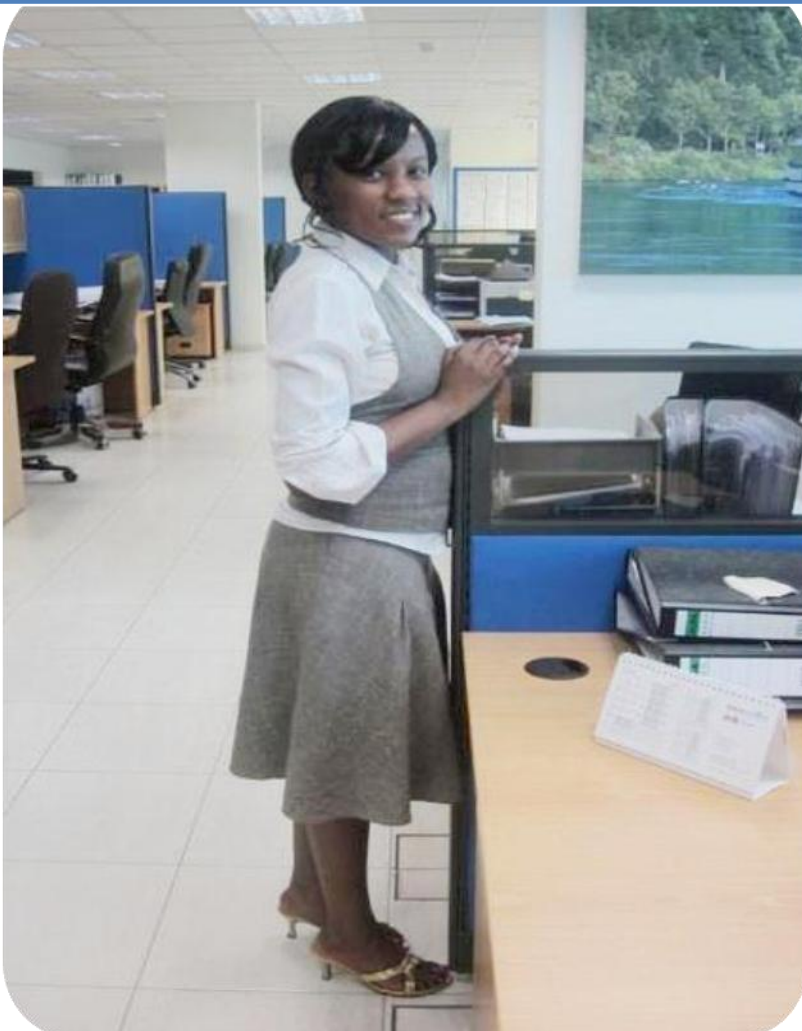


Company Brochure

www.invetrackconsulting.com

Inve-Track Consulting Group Limited



Manpower Services

- Sourcing
- Screening
- Selection
- Supply
- Manpower Export

Welcome to InveTrack Consulting Group

(InveTrack is Fully Licensed as a Manpower Services Company and Accredited to the Kenyan Ministry of Labour)

InveTrack is one of the leading Pan African Human Resource and Manpower Services Companies in **Africa** specializing in providing staffing solutions and other Human Resource related services in the Region. Currently, our market extends across **Africa**, **Europe** as well as the **Middle East** Region.

Foreign Job Placements and Recruitment of Migrant Workers

With a wealth of experience spanning a decade in the business of **recruiting** and **mobilizing** large number staff from **Africa** to the **Middle East** destinations, our main role is:

1. Organizing and coordinating recruiting missions by employers and recruitment agencies to the following countries.

- Kenya
- Uganda
- Tanzania
- Zambia
- Malawi
- Ghana
- Ethiopia
- Morocco
- Egypt

2. Mobilizing the recruited staff to the following destinations

- Dubai , Abu Dhabi & UAE in general
- Qatar
- Bahrain
- Kuwait
- Oman
- Kingdom of Saudi Arabia
- Support staff in Iraq & Afghanistan
- Remote site camps in Middle East and Africa
- Other global locations

We are a member of a Global Recruitment Network that helps employers recruit selected categories of staff from 15 countries in Africa and over 40 countries globally working with only Government Licensed and Regulated Agencies in the source countries.



Categories of Staff we provide

- - Security Guards (English Speaking Guards, VIP security guards, Bouncers)
- - Hotel and Catering Staff (Chefs, Cooks, Waiters, Waitresses, Stewards, Cleaners, Room attendants, Bell boys, Laundry, Janitors, Concierge)
- - Retail Stores Staff (English speaking salesmen and ladies, merchandisers)
- - Facility Management Staff (Security Guards, Cleaners/Housekeepers)
- - Office Assistants (Data entry clerks, Receptionists, Office helpers, Tea servers)
- - General Maintenance Staff (Electricians, Plumbers, Masons, Carpenters)
- - Auto Mechanics and Technicians (Petrol, Diesel, General Motor Vehicle Technicians)
- - Drivers (Heavy Commercial, Light and Passenger Vehicles)
- - Construction Labours and Helpers)
- - Airport Staff (Cleaners, Loaders, Luggage handlers)
- - Shopping Malls and Supermarket Attendants)
- - Educational Staff (Teachers, Kindergarten, School Managers)
- - Other categories as per request

Local & Regional recruitment and Payroll Management Services

Over the years we have developed an in-depth knowledge of the human resource industry and we are specialists in providing **recruitment** and **outsourced staff management solutions** for companies, NGOs and other institutions within East Africa covering the following countries:

- **Kenya**
- **Uganda**
- **Tanzania**
- **Rwanda**
- **Burundi**
- **South Sudan**

Outsourced HR Management Services

We undertake non-core human resource related back office operations such as Payroll processing and management, statutory deductions and remittance, staff records management and staff correspondence.

Project / Contract Staffing and Management Services

We provide contract staffing solutions for short-term projects and assignments. A temporary employee can be supplied on short notice for a given period covering days to months to relieve on sickness, annual leave, maternity leave or increased workload resulting from new projects. We place the employee on our payroll and second him / her to your organization. We take care of payroll matters including the compulsory statutory deductions (Taxes, Provident, Insurances) and we invoice you weekly or monthly as you find appropriate.

Staff Training and Development

In an ever changing working environment, continuous staff training is the future survival strategy for businesses in the global economy. Our training programs are geared towards improving staff efficiency and effectiveness. A quick preview of the training courses



include : telephone etiquette, making impactful sales presentations, handling irate customers, after sales support services, handling returnable, identifying and preventing fraudulent customers, business communications..etc.

Setting up HR departments and Relocation Services

Our HR consultants help in setting up HR departments for companies, NGOs or other institutions relocating or opening up offices in Kenya. This includes complete systems set up and staffing in accordance with the client's requirements. We also assist in applying for Kenyan visas and work permits for those who are eligible.

Who we partner with

1. Direct employers who are looking for various categories of staff.
2. Recruiting agencies who wish to partner with us for a tie up supply of staff to their clients
3. Human Resource specialists who undertake head hunting projects to search for top managerial personnel for their clients
4. Institutions which deal with training and development of staff
5. Companies and other institutions wishing to outsource their HR functions

...Let us be your partner for progress!....



Contact Us

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