

**Human resource management:**  
More success for your company  
through well-managed staff.



Your employees spend a considerable amount of their time working. Their duties are becoming more and more complex and the demands are continually increasing. Your employees not only want competent support, they actually need it. Show your appreciation for your employees through a personal and competent human resource management policy! You will not only increase their work satisfaction, but will also increase their performance. And there will be multiple benefits: the important key personnel in your company will appreciate your efforts and reward you with loyalty – and you will benefit from fewer changes.

**Human resource management is a ProPers key service. Through this service, we become, so to speak, your «HR-manager». We have a wide network of personnel professionals at our disposal both within Switzerland and internationally.** We also tackle special problems in a solution oriented manner, making use of our comprehensive knowledge and experience throughout.

We can support you in the implementation of your entire human resource management system right through from A to Z. Together, we can develop regulations, management instruments and wage systems. We can advise your managers regarding human resource problems, and provide useful tips on contract and labour laws. How does this work in practice? – Your ProPers contact will be available **on location** to personally provide optimal support with our tried and tested system.

### Our human resource management includes:

- **Implementation of the human resource management functions within your company**
- **The evaluation, development and maintenance of management instruments**
- **A contact person to answer employee questions in regard to terms of employment**
- **Advice and support for management in the areas of**
  - Personnel leadership
  - Personnel marketing
  - Human resource development
  - Wage calculations and payment systems
  - Conception and implementation of labour-time models
  - Contract and labour law matters
  - Statutory provisions
  - Staff reduction measures
- **Personnel administration processes**
  - Preparation of employment contracts
  - Obtaining permits from, and dealing with official departments
  - Dealing with social security and health insurance matters
  - Determination of human resource indexes for management and decision-making purposes

### Your advantages:

- You always have the guarantee and the security that **your personnel** will be **optimally** looked after within the framework of your company's goals and in exactly the same manner as you would do so yourself.
- Good human resource management means higher **employee satisfaction**, **lower personnel changes** and **lower costs**.
- We take the load of human resource matters away from your management, thus allowing them more time for your core business.
- **Cost savings**, because, for example, unnecessary conflicts can be avoided.

Happy employees **perform better** and make a significant contribution towards the **success of your company.**