

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.

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.

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

- ✓ **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.

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.



Business case – Recruitment / Payroll management [Poland]

CUSTOMER PROFILE

A family-owned group whose business is the distribution of added-value products and services dedicated to the performance of professionals in industry, construction, water and landscaping.
 The company had a turnover of EUR 5.1 billion in 2022.

CONTEXT

The group aims at structuring new sourcing destinations.
 Wish to recruit a SOURCING MANAGER EASTERN AND CENTRAL EUROPE.

SOLUTIONS PROVIDED

- **Preparation and adaptation of the profile and recruitment advert**
- **Diffusion of the add to various Polish networks**
- **Search for candidates by Valians / Reception of CVs and applications**
- **Organization of two series of interviews**
- **Advice throughout the recruitment process**
- **Setting up the employee's tax and social security domiciliation, with monthly payroll management**

Results

- ✓ 14 candidates pre-selected
- ✓ 7 candidates selected for interviews
- ✓ Hiring of qualified candidate
- ✓ Integration of the employee in Poland without having to create a subsidiary