



# OUTSOURCE INDONESIA

*We are ready to serve your  
outsourcing needs!*





# OUR PHILOSOPHY

At Outsourcing Indonesia, we have a set of core values & principles that guide our decisions, policies and relationships with our stakeholders. We strive to be consistent in delivering our services with the following principles:

- Compliance to labor regulations
- Professional & ethical conduct
- Honesty & transparency
- Long-term partnerships
- Mutual benefits for all
- Growing together



About Us

# BUSINESS COVERAGE





About Us

## FEATURED CLIENTS\*

We are grateful to have been given the trust and opportunity to service a diverse set of companies, large and small, in different sectors.

**ASHLAND**

 **ASTRA** international

 **BCA**

 **BINUS** UNIVERSITY

 **GE** Money

 **JONES LANG  
LASALLE**

Standard  
Chartered 

 **TOYOTA**  
*moving forward* ▶

  
**UNITED TRACTORS**

\* Sample of current clients & companies serviced in the past.



About Us

## LICENSES



Company Incorporation from  
the Ministry of Law &  
Human Rights



Business Licenses (SIUP& TDP)  
from the Jakarta  
Provincial Government



National Outsourcing  
License from the Ministry of  
Manpower & Transmigration



Registered & Active  
Member with the Director  
General of Taxation



**JAMSOSTEK**

Registered & Active Member  
with Jamsostek (State Insurance  
& Social Security Provider)



About Us

## MEMBERSHIPS\*



**Executive Board** in the Indonesian  
Outsourcing Association



**ASOSIASI  
PENGUSAHA  
INDONESIA**

**Extraordinary Member** of the Indonesian  
Employer Association



**Professional Member** of the International  
Association of Outsourcing Professionals



**Member** of the Indonesian Chamber of  
Commerce & Industry

\*List represents a sample of existing memberships.



About Us

## SPECIAL RECOGNITION



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UNI-Apro Outstanding Employer Award to IOA-ABADI  
&  
MoU between UNI-Apro, ASPEK Indonesia  
(Indonesia Trade Union Association) & IOA-ABADI



## Our Services



# PAYROLL OUTSOURCING

We can help you perform end-to-end payroll processing for your company so you can focus on growing your business; all you have to do is select the services you need:

- Attendance tracking
- Overtime calculations
- Income tax calculations
- Jamsostek filing and reporting
- Income tax filing and reporting
- Salary payment management
- Jamsostek payment management
- Income tax payment management
- Liaison to tax & government bodies





## Our Services

# HUMAN RESOURCES SUPPORT SERVICES



Whether you want to call it Personnel Employment Outsourcing (PEO), Labor Supply (LS) or temporary contract staffing, we are here to serve your temporary staffing needs. If you are managing short-term projects, need to evaluate staff before hiring on a permanent basis, or simply prefer short to medium-term employment life cycles, then we think we have the solutions for you.

Similar to a temporary agency, the temporary staff will be signed to an agreement with us and receive :

- Work contract
- Health insurance
- Accident insurance
- Death / life insurance
- Social security / pension fund
- Employee ID card
- Employee pay / salary slip
- Employee benefit administration
- Performance appraisal Administration
- Annual, maternity & leave administration



Our Services

## HUMAN RESOURCES OPERATION

Let us help you manage employee's contracts and time sheets so you can do the more important HR tasks like strategy and policy development. The tasks are time-consuming & administrative in nature but have enough routine and variable elements to them with tight deadlines to warrant proper attention to ensure accurate and timely deliverables.

Our Human Resources Support Services (HRSS) scope of work includes:

- Developing company HR policy book
- Administering contracts to temporary employees
- Reminding users on contract expiration for extension
- Answering employee questions on contract clauses
- Data entry of employee's attendance records / time sheets
- Document filing and archiving of employee files and records
- Tracking employees' performance appraisal / scorecard history





# RECRUITMENT

We focus our recruitment efforts on non-management / clerical positions to help you find the executors of your company's policies and procedures. The positions we regularly source are:

- Customer service agents
- Call center operators
- Administration clerk
- Debt collectors
- Receptionists
- Secretaries





## Our Services

# CALL CENTER

We can help you with routine, short-term or one-time projects using outbound calls, field survey and / or other means to deliver on a customized budget.

Services include:

- Market survey
- Customer search
- Database cleansing
- Database verification
- Loan application verification
- Internal courier / document pick-up





Why Us

## WHY WORK WITH US?



We are a company that is dedicated to doing things and being creative the right way. Here are more reasons we can be your ideal partner:

- Dedicated Client Services Officer
- Complete & clear legal paperwork
- Customized packages at your budget
- Innovative solutions to difficult problems
- Plan 1st and then implement approach for smooth transition
- We generate our revenues from clients, not by deducting employee pay



Why Us

## HOW TO WORK WITH US?



We are more than happy to serve you.  
Here's how we can get started:

- Download our Corporate Profile
- Corporate Profile presentation
- Meet to gather requirements
- Receive our proposal
- Clarify questions
- Make a decision



**THANK YOU**

### **Jakarta Office**

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