HR Administration

Day-to-day human resources administration and HR compliance, so your people records are complete and your HR runs smoothly.

What we do

- Human resources administration
- HR compliance services
- Employee records and contracts
- Leave and overtime records
- Day-to-day HR support for managers

What you receive

- A signed contract on file for every employee
- An up-to-date employee register
- Leave taken and owed, tracked per employee
- A named HR contact
- Clear records ready for review

How it works

Review

Review your employee records, contracts and HR practices.

Organise

Bring records, contracts and registers up to date.

Run

Handle day-to-day HR administration each month.

Report

Regular updates on HR matters and open items.

Who it's for

- Hotels and resorts
- Retail and distribution
- NGOs and schools

Why it matters

Well-kept HR records protect your organisation and make every HR decision easier and fairer.

INDICATIVE FEE

HR administration, per month

BZ$1,000 – 3,000

Final fee confirmed in a written proposal.