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.

Payroll Administration & Oversight

Payroll administration and payroll oversight, from monthly advice on your own payroll to full payroll processing.

What we do

- Payroll administration
- Payroll oversight and review
- Excel Payroll Matrix Audit
- Overtime, rest-day and public-holiday pay
- Payroll systems set-up and support

What you receive

- Accurate payroll each pay period
- Payroll summaries and records
- Deductions checked against current rules
- A payroll calendar for the year
- A named payroll contact

Who it's for

Hotels and resorts

Retail and distribution

NGOs and schools

How it works

Collect
Gather hours, changes, leave and new hires.

Prepare
Prepare or review the payroll and deductions.

Check
Check totals and exceptions before pay day.

Record
Payroll summaries and records kept on file.

Why it matters

Getting pay right, every time, keeps staff confident and avoids costly corrections later.

INDICATIVE FEE

Payroll advisory, per month
BZ$400

Payroll processing, per month
BZ$2,950

Excel Payroll Matrix Audit
Quoted for each assignment

Final fee confirmed in a written proposal.

HR Systems & Policies

HR systems and policies designed for your organisation, written down, shared with staff and aligned with how you operate.

What we do

- HR policy review and drafting
- HR systems and procedures
- Organisational and HR diagnostics
- Alignment with operational and financial realities
- Roll-out support with managers

What you receive

- Written HR policies
- Clear HR procedures
- A diagnostic summary of gaps
- Policies shared with staff
- Guidance for managers

How it works

Diagnose
Review current HR practices and records.

Design
Draft the policies, systems and procedures.

Agree
Review the drafts with your management.

Roll out
Share with staff and support managers.

Who it's for

- Growing companies
- Hotels and resorts
- NGOs and schools

Why it matters

Written, shared policies set clear expectations for everyone and support fair, consistent decisions.

INDICATIVE FEE

HR systems & policies, per engagement

From BZ$1,500

Final fee confirmed in a written proposal.

Training & Leadership Development

HR and payroll training programmes, and facilitated leadership and team development, that build lasting capacity in your team.

What we do

- HR and payroll training programmes
- Training for managers and supervisors
- Leadership development
- Team development sessions
- Training materials and manuals

What you receive

- A training plan agreed with you
- Practical sessions for your staff
- Manuals your team can keep
- Stronger managers and teams
- Follow-up after the training

Who it's for

Managers

Supervisors

Staff teams

How it works

Assess
Agree training needs and who will attend.

Design
Prepare the programme and materials.

Deliver
Run the sessions with your team.

Follow up
Review results and next steps.

Why it matters

Skills that stay in-house compound over time: trained managers handle HR matters well day to day.

INDICATIVE FEE

HR & payroll training, per engagement

BZ$1,000 – 5,000

Leadership & team development

Quoted for each assignment

Final fee confirmed in a written proposal.

Recruitment, Performance Appraisal & Diagnostics

Support with talent acquisition, a performance appraisal system for your managers and staff, and organisational diagnostics.

What we do

- Talent acquisition support
- Performance Appraisal
- Appraisal forms and review cycle
- Organisational and HR diagnostics
- Recommendations for management

What you receive

- A clear recruitment process
- A performance appraisal process
- Forms your managers can use
- A diagnostic summary
- Practical recommendations

How it works

Listen
Understand your goals and current practices.

Assess
Review roles, processes and people practices.

Recommend
Share findings and practical recommendations.

Support
Help put the changes in place.

Who it's for

- **Growing companies**
- **Hotels and resorts**
- **NGOs and schools**

Why it matters

The right people in the right roles, with clear expectations, is the base of a healthy organisation.

INDICATIVE FEE

Recruitment & diagnostics

Quoted for each assignment

Performance Appraisal

Quoted for each assignment

Final fee confirmed in a written proposal.

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