



iPrime Jobs

[www.iprimejobs.com](http://www.iprimejobs.com)





# **iPrime Jobs – YOUR WAY TO SUCCESS**

## **ABOUT US**

**iPrime Jobs** Was created to meet our clients expectations, who realize that employment cost may be controlled and optimized as well as other costs in (their) company.

From the beginning we set ourselves high but possible to achieve goals. The basic one is complexity and impeccable organization of work, the next one is constant development and striving to improve our company and offer- all for ensure you comfort and sense of personal stability on the way to success.

We provide our clients innovative solutions imposing its scope all services related with obtaining suitable employee profile as well as all services related with taking up employment in Poland. We guarantee fast taking up employment and care of our coordinators throughout the country.

Our job agency offers professional and safe employment for employees from Philippines even without foreign languages and competencies including employment for couples and families.

*We will find an employment for you, regardless of your experience – the only thing you need to have is your motivation and willingness to act.*

We have a lot of current job offers - for people without experience, as well as for those who have already started their careers. We organize all tasks related to taking a new job such as:



transfer from  
the airport



accommodation



commuting  
to work



and all  
formalities



*Working abroad with iPrime Jobs is 100% sure that everything will be well-organized.*

*We are waiting for you!*

**iPrime Jobs:**



provides the most suitable workplaces



takes care over proper work-life balance, in order to provide our clients satisfaction and motivation to their assigned tasks



builds a connection between different cultures



is a link between the employer and the employee, show respect and understanding for each person

The **iPrime Jobs** is entered into the job agency register at 20991, which allows us to provide job placement services, personal and career counselling. We have the certificate from the Silesian Voivodeship Marshal, and a very prestigious Reliable Company Certificate - which allows you to check our integrity and reliability at any time.

Our services are carried out in accordance with the provisions of the Act of July 9, 2003 "On Employing Temporary Employees" and the provisions of the Labour Code and the Civil Code. In **iPrime Jobs**, we are effectively implementing the mission and vision of our company and providing everyone with a feeling of security in action, we focus on loyalty and professionalism, which guarantees the Civil Liability Insurance Policy **No. 1037488929**.

#### **iPRIME JOBS - WE OFFER...**

For our clients we guarantee quick and safe start-up to work in Poland. The presented offer has been prepared in the field of recruitment and employment of employees as temporary work for positions such as:



warehouse worker



catering staff



production worker



caregiver



hotel staff



forklift operator



**iPrime Jobs** team can also prepare all documents required for an employment. Our company assist you in obtaining following documents:



- Work permit (including permit extension)
- National visa
- Temporary residence card
- Permanent residency (after 5 years stay in Poland)

We treat each person in individual way, taking care over fast and professional service on each level of procedure. If you don't speak Polish, we also provide you translator and lawyer assistance both in Polish and English language.

**iPrime Jobs** takes care every client and employee dealing with the necessary administrative processes, such as:

- ▶ obtaining a tax identification number(NIP) at the Tax Authorities
- ▶ assist employee in checking for temporary stay
- ▶ opening a bank account

Many years of experience and cooperation with Departments and Embassies in Poland and in different countries which are responsible for issuing documents like a national visa or work permit, let **iPrime Jobs** creates tools and solutions to provide professional and efficient service on each level of the whole employment process.

## **iPRIME JOBS - RESPONSIBILITY IS A FEATURE THAT DISTINGUISHES US FROM OTHERS**

Our main principle is faith in people - employees are the most important and the most valuable resource of the company. According to this, it is important to select employees best suited to the organization and nature of the work performed in the recruitment process, which is why, we care about the transparency of the services offered. Working with **iPrime Jobs**, you choose the assurance and guarantee that each offer has been checked and verified by a team of professionals.



**iPrime Jobs** is a qualified team  
of specialists with many years of experience  
in the Human Resources industry



## iPRIME JOBS WHY US? ?

You choose us because:



we provide speed in action combined with full professionalism and quality of services – employment process



we provide a very detailed diagnosis of the organizational culture in which you will be employed



we confront the employee's predispositions with the client's expectations



we are always at your disposal, eager to help in any professional and personal situation

***iPrime Jobs guarantee success !***

**iPrime Jobs** means reliability, diligence and responsibility

**iPrime Jobs** is partnership and fair play cooperation

**iPrime Jobs** means employees from Poland and the Philippines

## iPRIME JOBS MINIMUM TIME- MAXIMUM PROFIT

We use full time optimization, making the shortest time possible from the moment of first contact:

- ▶ to the moment of recruitment
- ▶ to the entire procedure of arrival from the Philippines to Poland
- ▶ and taking up employment at the offered position

To meet this goal, we focus on elaborated and innovative methods of document preparation, verification of the employer and recruitment of candidates, which each time we adapt to the needs of a specific project.

### **We don't use clichés.**

In unusual orders, we don't see a problem but only challenges to be realized.

Each new situation results in a new solution that we easily implement in the further life and development of our agency.

***"DON'T WAIT - STARTING FROM TODAY!***



***BEGIN THE JOURNEY TO FULFILL YOUR DREAMS AND ACHIEVE SUCCESS***



## CONTACT US

**iPrime Jobs Sp. z o.o.**  
ul. Ceglana 4  
40-514 Katowice

**NIP** 634-293-64-00  
**REGON** 381322926  
**KRS** 0000748888

 [info@iprimejobs.com](mailto:info@iprimejobs.com)  
 [www.iprimejobs.com](http://www.iprimejobs.com)

## Department for International Contacts

**Gwendolyn Gaj**  
Recruitment specialist  
+48 501-170-349  
[g.gaj@iprimejobs.com](mailto:g.gaj@iprimejobs.com)



**iPrime Jobs Sp. z o.o.**

ul. Ceglana 4  
40-514 Katowice

**NIP:** 63 42 936 400  
**REGON:** 381 322 926

**Marshal  
of the Silesian Voivodeship**

Katowice, 14-01-2019

CE/5104-137/IM/2019

## **CERTIFICATE**

on making entries in the register of companies operating  
employment agencies entitling to the provision of services:  
job mediation; personal consulting; career guidance

**IPRIME JOBS SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ (LLT)**

Ul. Ceglana 4  
40-514 Katowice

on 2019-01-14

was entered under number 20991

to the register of companies operating employment agencies

Z up. MARSZAŁKA  
WOJEWÓDZTWA ŚLĄSKIEGO  
Tomasz Górski  
Wicedyrektor  
Wojewódzkiego Urzędu Pracy  
 **Śląskie.**

Wrocław, 3/18/2019



# Certificate of Reliability

It is hereby certified, that on the day of issue the Certificate:

**IPRIME JOBS SPÓŁKA Z OGRANICZONĄ  
ODPOWIEDZIALNOŚCIĄ**

**KATOWICE**

**NIP/Tax ID: 6342936400**

has no overdue liabilities notified in KRD Economic Information Bureau, stipulated in the Act of 9th of April 2010 on disclosure of economic information and exchange of economic data (Journal of Laws No.81, pos 530).

**Certificate is valid for 30 days from the date of issue.**

Authenticity and validity of this Certificate can be confirmed on [www.rzetelnafirma.pl](http://www.rzetelnafirma.pl) by using below code:

**1935 0241**