



➔ **AMAZON FRONTS LTD** ➔



**COMPANY
PROFILE**

WHO WE ARE

INTRODUCTION



Amazon Fronts Ltd is a Pan African Human Resource Advisory Company. We provide integrated human capital solutions to achieve economic growth of enterprises, communities and society at large. The company was registered in January 2013 out of the need to offer management consultancy services with value addition to clients who would wish to focus more on their key functions as they outsource other none key functions to likeminded and professional partners.

We work with our clients and partners to craft the most appropriate HR functions, Human Resourcing Outsourcing, Recruitment, Consulting, Training and other interventions which will integrate with their current and future business needs.

The Company is managed by vetted professionals with years of experience in HR, Finance, Procurement and Supply Chain Management, Audit, Marketing and Credit Control Management.

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#1

RECRUITMENT

We have highly qualified team of professionals with diverse industry experience to help you select the best candidate for the job profile. Our HR database comprises of all professionals from executives & senior managers to junior staff and casual workers. That you may require for ad hoc assignments.

Through meticulous recruitment and staffing strategies, we ensure that every member of our team not only meets but exceeds the expectations of our clients and stakeholders. Our commitment to identifying and nurturing talent is integral to delivering excellence in every aspect of our operations.



#2 OUTSOURCING



We offer our clients professionally managed staff. This is on behalf of clients who want to focus on the key functions of their businesses. First and foremost, we offer to study the organization and its culture before carrying out an HR audit which aims at establishing the minimum and maximum staff requirement. That understanding helps to balance the staffing needs. The outsourcing services include recruitment, payroll processing & management, staff contracts, HR policies in consultation with the Client, disciplinary processing, separation of staff within the law and management of statutory deductions (PAYE, NHIF, NSSF, PENSION).

#3

PAYROLL

Managing your payroll is a time-consuming process that can pose a significant compliance challenge. Partner with AFL to outsource your payroll administration. Our payroll services help you optimize the payroll function, mitigate payroll and tax related risks and give you more time to do what you do best to grow your business. We handle the time-consuming tasks of payroll processing and employee payroll tax filing; freeing up resources so that employers regardless of their size can focus on what they do best.



#4

TRAINING

Our training aims at increasing an organization's effectiveness and viability and ensuring employee development. Our training arm works with our clients to ensure that the required training is practical and cost effective to our clients and the business. We work with all clients in need of developing their staff in continuous courses and especially NITA registered firms. Our training services are customized as per client's needs. Some of the common training programs we focus on are as follows:

- Customer care
- Branding (self-branding)
- Leadership skills & styles
- Organizational culture and organization change
- Performance management
- Conflict resolution
- Communication skills
- Coaching
- Teamwork & Group Dynamics
- Team building
- Negotiations skills



#5

HR MANAGEMENT ADVISORY

We provide clients across various industries with a dedicated service- team to complement and enhance HR and benefit their administration. Our dedicated service team provides critical and timely information essential to navigate successfully through the complexities of HR. We examine your existing processes and structures, audit policies and procedures providing recommendations and more effective human resource processes and structures. We aid in the development of more strategic objectives that relate to your HR operations in order to maximize work performance and attain best practice.



#6

BACKGROUND AND REFERENCE CHECK

To eliminate fake staff with fraudulent history, we carry the following checks and validations.

- Personal Identification eg ID, Passport
- Criminal Investigation Reference check
- Anti-corruption
- Work Permits validity
- Academic certificates verifications
- CRB – Credit Reference Bureau
- Previous Employers
- Driving records
- And any other relevant background check required for one to hold a certain position in the company

#7

RESEARCH

We administer tests that offer talent assessment solutions, supporting organizations in the selection, performance management and development of people at all levels and across all sectors. These tests provide assessments that help measure performance ability while determining job suitability.

WHO
WHEN
HOW
WHERE
WHAT
WHY



#8

PSYCHOMETRIC & PERSONALITY TESTING

1. We track performance of each recruited candidate for a period of 6 Months to help in performance requirement at no extra cost to the Client.
2. We develop policies and procedure manuals for our clients whenever we carry out Job Evaluations or where we are involved in new venture set-ups. This is done at no extra cost.
3. Our invoice is payable within 30 days of the candidate's joining. You need to advise us once the candidate accepts your job offer and the date he/she will join you, and the candidate's gross monthly salary.

Our services attract very promising discounts, especially for repeat business and/or multiple services.

#9

HR AUDIT SERVICES

HR audit comprises of the following:

- Formulation and review of company policies & Manual
- Job evaluation
- Job classification
- Revising job descriptions and specifications
- Job profile manual
- Job grading
- Salary survey
- Salary harmonization
- HR documentation reviews etc.





OUR CLIENTELE & PORTIFOLIO