



值得您信赖的人力资源管理专家 Your Reliable HR Management Expert

本土智慧和全球视野, 助您实现人力资源高效运营
To Boost Efficient HR Operations with Local Wisdom and Global Vision

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App 平台



微信平台



不含酸性, 不含木素,
无氯气漂染, 可回收
利用。



高效发挥人力资源管理的核心价值， 您准备好了吗？

Are You Prepared to Implement the Core Value of HR Management?

面对中国高速变化的商业环境，持续攀升的劳动力成本，企业人力资源管理正面临日益严峻的挑战，促使我们不断创新。

With a rapidly changing business environment and continuously rising labor costs in China, HR management is facing severe challenges day after day, urging us to innovate.

- HR 亟需高效可靠的人力资源外包解决方案，助力自身向业务伙伴转型。
HR management is in dire need of efficient and reliable HR outsourcing solutions to assist its own transition into business partnership.
- 业务增长和区域扩张导致人力资源管理的透明度和决策日趋复杂。
Business growth and regional expansion has led to the breakdown of HR management and increasingly complex decision-making.
- 法律法规的地区差异与频繁调整，合规要求不断变化。
Compliance requirements frequently change due to the differences and adjustments of regional laws and regulations.
- 企业在华用工成本逐年攀升。
Labor costs in China grow year by year.
- 人才的招聘、培养和保留的竞争日趋激烈。
The competition in talent recruitment, training and retention is getting intense.
- 员工日益关注福利、健康等综合工作体验。
Employees pay more attention to overall employment experience, including benefits and health.

面临纷繁挑战，企业要在中国市场赢得持续发展，需要进一步发挥人力资源管理的业务价值，最为经济高效的方式便是借助灵活专业的人力资源管理解决方案。

Facing massive and complicated market challenges, enterprises need to maximize the business value of HR management in order to maintain sustainable development in China. Therefore, the most economic and efficient way is to deploy professional and flexible HR management solutions.



创新 30 余年， 打造高效人力资源管理综合解决方案

A Legacy of Innovation over 30 Years in Furnishing Efficient HR Management Solutions



在对人力资源外包市场的深入研究中，我们始终以前瞻思考和创新实践为行业输出管理经验和质量标准；我们遵循企业及员工的生命周期特征，服务触及企业人力资源管理的所有细微之处；着眼于将国际标准和管理机制有机转化为本土体系，以应需而变的服务模式，为您提供最具商业价值的咨询服务，量身定制专属人力资源外包解决方案，助您达成卓越绩效，构建长期人力资源竞争力，实现宏大商业愿景。

目前，我们为25000余家企业的125万名员工提供高效服务；其中，在华世界500强企业中的85%选择了我们的服务。

Through thorough study of HR outsourcing market, we always provide the industry with management experiences and quality standards based on proactive thinking and innovative practices, following employees' and enterprises' life-cycle characteristics, we focus on details and offer services for every aspect of enterprise HR management via the localization of international standards and management mechanisms, we use the "change upon needs" service mode to offer the most valuable consulting services and client-oriented outsourcing solutions to assist you in achieving excellent performance, building long-term HR competitiveness, and realizing your grand business visions.

We currently provide highly efficient services for 1.25 million employees of over 25,000 enterprises, in which 85% of the Fortune Global 500 enterprises in China have chosen our services.

本土智慧与全球视野的完美融合， 为您的人力资源管理持续增值

The Perfect Combination of Local Wisdom and Global Vision
Continuously Enhances Your HR Management Value



集成 30 余年备受认同的行业实践和深厚的业务专长，我们依托广泛的服务网络、创新的技术平台和精益的管理流程，为您带来持续的外包价值——达成高效、优化成本、支持决策。

With highly recognized professional practices and solid business expertise over 30 years, and upon an extensive service network, an innovative technical platform and excellent management processes, we offer sustainable outsourcing value to achieve high efficiency, optimized cost control and support in decision-making.

卓越服务 Excellent Services

满足您不断发展的业务需求
Meet Evolving Business Needs

我们拥有一批经验丰富的人力资源专家型顾问，提供专业知识和最佳实践的服务咨询。

We have a group of HR experts to provide consulting services with professional knowledge and best-practices.

针对不同企业的个性化需求，量身定制灵活的综合解决方案并加以科学实施。

We provide and implement tailor-made solutions in a prudent and practical manner to meet the individual needs of different enterprises.

遍布全国的近400个服务网点构建成了强大的全国服务网络，加之严谨的供应商管控体系，让您体验全国如一的品质服务和快速响应。

The most extensive nationwide network of nearly 400 service points and rigorous supplier management system offer you a consistently high-quality service experience and prompt responses throughout China.

从身边的驻店服务到便捷的呼叫中心，从24小时在线自助服务到指尖的app移动端即时查询，您和您的员工可以通过多元渠道获得我们的专业服务。

You and your employees may get access to our professional services via multiple channels, from local on-site services, call center, 24-hour online self-service, or at your fingertips via the instant mobile App.

领先平台 Leading Platform

助力透明精细的质量管控
Guarantee Refined Quality Control

独创的“速立方”人力资源服务系统平台是我们的强大驱动内核，基于深厚的本土智慧和业务逻辑研发而成，全面掌控生产服务（“速创”）、客户服务（“速信”）和全国供应商服务（“速应”）三大核心环节，实现卓越技术和精细服务的完美融合。

The independently innovated “Sol’ Cube” HR service system platform, a strong driver of our business developed on the basis of profound local intelligence and business logic, is used to take complete control of three core parts - including production (ERP), client services (SDP) and nationwide supplier services(SCM) – in order to realize the perfect integration of excellent technology and fine services.

率先应用基于云计算的SaaS服务，提供标准化的服务运营和透明及时的服务体验。

We have taken the lead in applying the cloud-based SaaS software to provide standardized service operations as well as a transparent and timely service experience.

平台采用符合ISO27001信息安全标准的银行级安全加密产品，确保数据安全可靠。

The platform applies bank-grade encryption products in compliance with ISO27001 Information Security Standard to guarantee data security and reliability.



精细管理 Refined Management

持续提升服务标准化与
流程管控

Keep Upgrading Service
Standardization and
Process Control

行业独创“数据处理中心”集约化模式，实现服务的高效运营和质量的高度标准化。

We use an intensive unique “data processing center” to realize efficient service operation and highly standardized quality.

建立系统化的流程运营和完善的工作指标体系，加之质量持续改进机制，打造人力资源外包行业的“精益管理”。

We have established a systematic operating process and complete working index system, together with quality improvement mechanisms, to achieve “refined management” of the HR outsourcing industry.

业内首家通过挪威船级社ISO9001:2000质量管理体系认证，独创《全国分包服务商标准化评估管理体系》及服务行为细则，采用严谨的服务水平协议（SLA），让我们更加值得托付。

As the first DNV ISO9001:2000 certified institution in HR industry in China, we have independently innovated the Nationwide Standardized Subcontractor Assessment Management System and detailed rules on service behaviors while adopting precise Service Level Agreement (SLA) in order to establish trustworthiness.

实现合规 Achieving Compliance

风险管控与业务的协调发展

Balance Risk Control
and Business
Development

严格遵守劳动法、税法的规定，业务操作确保符合各省、市和地方的最新法律法规。

By strictly adhering to the provisions of applicable labor and tax laws, we guarantee the business operation compliance with the latest provincial, municipal, and local laws and regulations.

拥有业内最资深的法律和外包专家团队，及时提供最新法律法规解读和实务操作。

We have the most senior legal and outsourcing expert team to offer timely interpretation and practical operation of latest laws and regulations.

遍布全国的服务网点以及深厚的行业历史，帮助您提前洞察全国各地最新政策法规的细微变化，达成未雨绸缪。

With nationwide service network and extensive industry history, we help you stay aware of slight changes to the latest policies and regulations throughout China so that you can stay prepared.

人力资源咨询

HR Consulting



人力资源管理优化 HR Management Optimization

希望推动人力资源管理再上一个新台阶？ Are you expecting to push HR management to a new level?

现在，这并非遥不可及。我们拥有人力资源外包各领域的专家资源，依托深厚的本土经验，集成多个行业的最佳实践经验，助您达成最贴合本行业的人力资源管理规划及战术设计，全面实现人力资源管理的商业伙伴价值。

Now, this is not far-off. We have expert resources in every aspect of HR function. By the rich local experiences and the integrated best practices of multiple sectors, we help you achieve the most feasible HR management planning and tactics design, fully realizing the business partner values of HR management.

我们为您提供 / We offer:

人力资源管理诊断 HR Management Diagnosis

藉由多个行业的丰富实践经验，为您开展组织经营战略评估、组织有效性诊断和人力资源管理效率诊断，把脉企业人力资源管理的症结并提出解决之道。

The best practices of multiple sectors are used to conduct organizational strategy assessment, organizational effectiveness diagnosis and HR management efficiency diagnosis to identify the crux of your HR management and thus bring forward solutions.

组织架构设计 Organizational Structure Design

从战略、运营和岗位三个层面帮助企业搭建人力资源管理的基础平台，梳理绩效体系，清晰岗位职责，精简优化组织结构，增强组织变革适应度，并有效节约管理成本。

From the dimensions of strategy, operation and post, we assist enterprises in erecting the basic platform of HR management, trim the performance system, clarify the responsibilities of different jobs, simplify and optimize the organizational structure, strengthen the organizational adaptation to changes and effectively reduce management cost.

薪酬体系设计 Payroll System Design

基于公司战略、人力资源战略确立公司整体薪酬策略，确保薪酬体系的市场竞争力和内部激励性，有效推动员工工作与企业发展目标的一致。

The corporate strategies and HR strategies are used as a basis to establish the general payroll strategy, to guarantee the market competitiveness and internal incentive of payroll system, and effectively realize the consistency of employees' work performance with enterprises' development objectives.

绩效考核体系设计 Performance Evaluation System Design

根据企业发展战略及组织目标，设计绩效指标体系，并建立绩效运营管理体系，确保绩效考核体系的有效落地与执行。

We design the performance index system and set up the performance operation management system in accordance with enterprise development strategies and organizational objectives to ensure the effective implementation of performance evaluation systems.

数据信息服务 Data and Information Services

提供定制化的分行业薪酬调研服务、员工满意度调查、跨文化调研等信息服务，为企业人力资源管理决策提供参考。

We provide information services such as surveys on sub-trade payroll, employee satisfaction and cross-culture for reference in HR management decision-making.

希望令人力资源管理“无懈可击”？

Are you expecting to make HR management “invulnerable” ?

我们拥有行业内最专业的法律专家团队，凭借着深厚的行业经验和对立法精神的深刻把握，助您推行贴合战略且满足合规的人力资源管理，从容预防与化解风险，构筑和谐双赢的劳动关系。

With the most professional legal expert team which has rich industry experience and a thorough understanding of legislative spirit, we assist you in implementing HR management that is both compatible with strategy and compliant with regulation while preventing and eliminating risks, building harmonious win-win labor relations.

我们为您提供 / We offer:

合规审计与风险 管控

Compliance Audit
and Risk Control

分类梳理和审查修订企业的雇佣文本和法律文本，协助您有效达成风险管控，加强对内部管理流程进行查漏补缺，提升管理的合规化运作。

We classify, trim, review and modify employment and legal texts for clients to achieve effective risk control, to locate and make up the deficiencies in the internal management processes, and to upgrade management compliance.

企业转型时期 HR 合规管理

HR Compliance
Management
of Enterprise
Transformation

针对企业转型时期的雇佣方案调整，提供从方案设计到转移实施乃至后续维护的全程解决方案，在确保合规的前提下帮助企业有效控制成本，助力企业转型战略。

Focusing on employment scheme adjustment in each enterprise's transformation period, we provide total solutions - from scheme design to implementation and even subsequent maintenance - thus achieving effective cost control and transformation strategy support on the basis of compliance.

冗员安置与离职 管理

Redundant Personnel
Resettlement
and Employment
Termination

我们针对需求提供法律咨询、案例分享以及一站式服务，全力帮助您在预定的时间节点达成项目，有效实现风险管理和成本控制的双重目标。

We provide legal consulting, case-sharing and one-stop services based on your needs in order to fully support project completion at pre-determined time points and to effectively realize the objectives of risk management and cost control.

雇佣模式优化

Employment Mode
Optimization

在合规的基础上，为企业提供最合理的雇佣优化方案，包括劳务派遣、兼职代理、劳务合作等，同时提供雇佣管理相关的优化服务。

On the basis of compliance, we offer enterprises the most reasonable employment optimization solutions, including labor dispatch, part-time job agency services, and labor service cooperation, as well as employment management-related optimization services.

招聘及人事管理

Recruiting and Labor Management



招聘服务

Recruiting Services

您的岗位上拥有最合适的人才吗？
Do you have the most suitable employees for different positions?

通过专业的招聘流程和资深的招聘团队，我们为您定制个性化的优质解决方案，帮助您迅速做出合理有效的招聘决策，提升招聘质量，优化生产力和保留率，为人才投资带来切实的业务回报。

Through professional recruiting processes and a senior recruiting team, we provide you with customized high-quality solutions that help you rapidly make rational and effective recruiting decisions, upgrade recruiting quality, optimize productivity and retention rates, so as to have visible talent investment returns.

我们为您提供 / We offer:



高级人才招聘
Senior Talent Recruiting

凭借着遍布全国的服务网络和专业的顾问团队，提供覆盖各个行业的高端管理人才和高端技术人才的猎头业务。

Relying on a nationwide service network and a professional consultant team, we offer headhunting services that cover high-end management and technical talents over all sectors.



专业人才招聘
Professional Talent Recruiting

借助三十多年的专业经验和优秀咨询团队，我们能准确理解您对人才的需求，通过行业领先的人才库支持，为您高效甄选最合适优秀人才。

With more than 30 years of expertise and an excellent consulting team, we can accurately understand your requirements for talents and provide you with the most suitable talent, efficiently chosen from our industry-leading talent pool.



通用人才招聘
General Talent Recruiting

依托强大的人才库和信息平台，我们提供通用人才的全国一站式招聘服务，让您高效安心的招到所需人才。

With the support of strong talent pool and information platform, we provide nationwide one-stop general talent recruiting services for you to recruit the most needed talent easily and efficiently.



招聘流程外包 (RPO)
Recruiting Process Outsourcing

我们拥有业内资深的招聘顾问为您全程把控流程和完成招聘，降低您的招聘压力和沟通成本，提升工作效率。

We have senior recruiting consultants who control the process and finish the recruitment for you, thus reducing your recruiting pressure and communication costs while improving your work efficiency.

人事代理 HR Agency Services

您正在将复杂的人事管理化繁为简吗？

Are you trying to simplify complex HR management?

人事代理是我们经验积累最丰富、行业专业优势最明显的金牌产品之一。通过逾 350 个全国服务网点、强大先进的 IT 技术平台，助您轻松完成从员工入职到离职的一切事务性工作，提供高效、完善的全国一体化标准的优质服务，助您降低人力资源管理成本，聚焦核心事务。

HR agency service is one of our branding products with the most enriched experiences and the dominant professional strengths. With over 350 service points and powerful, industry-leading IT technology platform, we are able to assist you in accomplishing all processes, from employee entry to termination. We also support you in reducing HR management costs and focusing on core affairs by offering complete and integrated high-efficiency services nationwide.

我们为您提供 / We offer:



人才派遣 Talent Dispatch

如何在灵活用工和规范管理之间找到最佳平衡点？

How to find the best balance between flexible employment and standard management?

人才派遣是保持灵活用工的一种有效方式。按照经济责任承担方式的不同，我们独创了三套适应企业不同阶段需求的人才派遣方案，助您实现规范管理、成本控制和人才架构优化等多重目标。作为“一站式”人力资源外包服务解决方案不可或缺的一个组成部分，我们协助您妥善安置员工，通过党工团等多元平台，打造积极和谐的员工关系。

Talent dispatch is an effective way to maintain flexible employment. Based on different modes to take responsibilities for employment economic liabilities, we have three sets of innovative professional-talent-assignment solutions designed for different stages of enterprise development, which help you realize multiple objectives including standard management, cost control and talent structure optimization. As an integral part of “one-stop” HR outsourcing service solutions, we help you make proper placement of employees and create positive and harmonious employee relations through multi-platforms - including the Party Committee, Labor Union, and Youth League Committee.

我们为您提供 / We offer:



薪酬福利管理

Compensation and Benefits



薪酬管理 Payroll Management

您正在让薪酬管理更加“贴合”业务发展吗？

Are you trying to make payroll management more “adaptive” to business development?

面对复杂多变的中国市场，无论是刚刚起步还是不断规模扩张的企业都需要灵活高效的薪酬管理。凭借领先的系统平台和丰富的实践经验，我们为您度身定制最贴合您的发展需求的薪酬管理解决方案，为您提供薪酬管理体系、流程和信息平台的持续支持，通过灵活、安全的全国薪酬服务模式，协助您提升管理效率和员工满意度。

Facing the complex and ever-changing Chinese market, enterprises need flexible and efficient payroll management both at starting and scale expanding stages. With a leading system platform and rich practical experiences, we customize payroll management solutions most suitable to your development requirements, offering you continuous support of payroll management systems, processes and information platforms to help you upgrade management efficiency and employee satisfaction through flexible and secure nationwide payroll service modes.

我们为您提供 / We offer:

大客户定制化 薪酬管理

Customized Payroll
Management for
Key Accounts

基于企业的组织架构和发展需求，为您整合建立与主流薪酬管理及人力资源管理系统相兼容的系统平台，确保数据同源和安全稳定，提升运营效率和员工满意度。

Based on enterprises' organizational structures and development requirements, we integrates and establishes a platform compatible with mainstream payroll management and HR management system for you, thus ensuring homology data, security and stability, enhancing operation efficiency and employee satisfaction.

中小客户标准化 薪酬管理

Standard Payroll
Management for
SME Customers

我们将融合本土智慧的“速创”生产系统与 E-PAY 薪酬系统完美结合，为您提供多类组合模式的标准化服务，助您确保薪酬核算的准确性和薪酬数据的安全性。

We make a perfect combination of the “ERP” production system developed by local intelligence and the E-PAY payroll system to offer you multiple associations of standardized services, ensuring accurate payroll calculation and security of payroll data.

个税全国服务体系

Nationwide
Individual Income
Tax Service System

由资深税务顾问、先进数据平台和全国服务网络搭建成了我们“三位一体”的个税服务体系，体现了我们强大的 O2O 服务能力，确保信息安全和资金流动一致，助您跨地区业务拓展一臂之力。

The ‘three-in-one’ individual income tax service system, consisting of senior taxation consultants, advanced data platform and a nationwide service network, exhibits our strong O2O service capability and guarantees information security and capital flow consistency, facilitating interregional business expansion.

您的福利设计具有足够的吸引力吗？ Is your benefit design attractive enough?

在人才争夺愈加激烈的今天，商业福利已成为您吸引和保留专业人才的重要手段。我们深入整合全国范围的优质供应商，打造涵盖员工健康、家庭关怀、工作生活平衡等各方面的综合商业福利解决方案；通过深入分析员工需求，我们助您合理规划商业福利体系，提供个性化的灵活解决方案，确保您有效利用成本，有力提升员工的满意度。

Today, as the talent war gets increasingly fierce, business benefits is becoming an important method for you to attract and retain professional talents. We have integrated nationwide high-quality suppliers and created one-stop commercial benefits solutions, covering employee health, family care, work-life balance, and other aspects. By analyzing employees' needs in-depth, we are able to help you make rational planning of the business benefits system, and provide well-tailored flexible solutions to enhance cost efficiency and employee satisfaction.

我们为您提供 / We offer:



健康管理
Health Management

健康咨询与健康教育 Health Consultation and Education

通过整合利用专业的医疗资源，提供员工体检咨询、专家咨询门诊、白领养生类主题课程以及保健配药、随队医疗等丰富服务，帮助您和员工有效降低健康风险。

We integrate professional medical resources and providing theme courses such as employee physical examination and consultation, expert medical consultation, white-collar healthcare, along with extensive services including prescriptions and accompanying medical care, to effectively reduce employees' health risks.

员工体检与分析 Employee Physical Examination and Analysis

我们深入整合全国优质的体检品牌，提供贴合不同需求的体检套系，充分满足您和您的员工对于体检的个性化要求，及时反馈体检进展及结果。

We have enrolled most of the nationwide high-quality brands of physical examination so as to offer various product packages and timely result reports adaptive to different client demands.

员工团体健康保障解决方案 Group Health Insurance Solutions for Employees

面向中国员工和境外员工，提供覆盖广泛、组合灵活、接轨国际的健康保障解决方案，有效降低企业健康财务风险，全面提升员工工作积极性和企业忠诚度。

We provide health insurance solutions for both Chinese and overseas employees, which are extensively covered, flexible and internationally standardized, so as to reduce enterprises' health-related financial risks and improve employees' motivation and loyalty.



员工福利
Employee Benefits

标准套餐 Standard Package

集成丰富的优质福利资源，全面涵盖节庆福利、家庭关怀、休闲娱乐和缤纷生活等员工关怀范畴，提供多款标准套餐供您灵活选择。

With abundant high-quality resources, we offer multiple standard packages covering employee care schemes such as holiday benefits, family care, recreation and enhanced quality of life upon your unique selection.

定制方案 Customized Solutions

基于企业需求和行业特性，由资深福利专家协助策划个性化的福利解决方案，确保您获得更贴合发展的福利方案。

Based on enterprises' demands and industry characteristics, senior experts assist you in planning customized solutions in order to achieve a scheme more adaptive to development.

自助福利 Self-service Benefits

搭建覆盖多元需求的综合福利平台，让您的员工实行自助选择，全面提升员工的福利关怀体验。

Demands-oriented benefits platform has ben set up to provide individual selection access for your employees, so as to upgrade employee care experience.

人才管理

Talent Management



培训与发展

Training and Development

您的培训做到“知行合一”了吗？

Does your training walk the talk?

培训的关键在于知行合一、学以致用。我们引入美国服务质量协会 (SQI)、美国人力资源协会 (IPMA-HR)、美国国际财务管理协会 (IFMA) 等全球知名合作伙伴，在与企业战略保持一致的前提下，提供基于业务流程，整合 HR 管理的咨询、培训、认证解决方案，帮助员工有效发展职场能力，促进您所在企业的可持续发展。

It is critical for training to combine theory with practice and to apply what one has learned. Through cooperation with world-famous partners such as the Service Quality Institute (SQI) and the International Public Management Association for Human Resources (IPMA-HR), we provide consultation, training and certification solutions based on business processes and HR management integration in line with enterprise strategies, helping to develop employees' workplace competencies as well as to facilitate corporate sustainable development.

我们为您提供 / We offer:

培训 Training

基于对企业成功要素的理解，我们突破传统的培训概念，将咨询、培训、认证融为一项系统工程，全面提供人力资源管理系列、财务管理与领导力系列、客户服务提升、对外汉语与国际交流等专业培训认证项目。

Based on understanding of key elements to enterprise success, we break through the conventional training concepts by integrating consultation, training and certification into a systematic project to offer all-sided professional training and certification services including HR management series, financial management and leadership series and customer service improvement.

翻译 Translation & Interpretation

我们是政府和多家权威机构指定的专业翻译服务供应商，国际权威翻译认证机构 CIOL 合作伙伴，主要提供四大类服务：海外学历认证翻译、文件笔译、会议口译及国际翻译认证。

As a professional translation service provider appointed by the government and multiple authorities, we mainly offers four categories of services: foreign diploma and certificate translation, document translation, meeting interpretation and international translation certification.

留学 Overseas Study

作为国内资深留学品牌，我们提供从前期语言培训、留学咨询、规划申请到海外延续服务、就业推荐等在内的全程服务，助力个人留学梦想的实现。

As a premier overseas study service brand in China, we offer all-process services including overseas study consultation, individual solution design, and overseas training to give a hand in realizing your personal overseas study plan.

商业外包服务

Commercial Outsourcing



商务及财务外包

Business and Financial Outsourcing

在企业的商务拓展中，您表现得足够游刃有余吗？

Are you effortlessly capable in business development?

在商务拓展中，您需要一位能力出众、值得信赖的“伙伴”。作为国内最早从事投资咨询的专业机构，我们为您所在企业的投资发展提供一站式解决方案。专业的服务团队、良好的政府关系和可靠的质量管理系统，可有效保障我们的服务质量，帮助您规避风险，达成商业成功。

In business development, you need a competent and reliable “partner”. As the earliest professional institution engaged in investment consultation in China, we are able to offer you one-stop solutions for investment and development. The professional service team, great government relationship and sound quality management system, can effectively guarantee our service quality and help you avoid risk while achieving business success.

我们为您提供 / We offer:

投资咨询与服务

Investment Consulting Services

为企业和代表处提供贯穿投资全生命周期的服务，涵盖前期调研和策划、企业设立 / 变更 / 延期 / 注销、工商登记代理等。

We provide enterprises and representative offices with services covering the complete investment life cycle, including preliminary investigation and planning, enterprise establishment/alteration/extension/cancellation, registration agency services, and more.

财税策划与外包

Financial & Taxation Planning and Outsourcing

提供税务咨询、税务代理及税务外包等专业财税服务，帮助您降低成本，节省人力资本投入。

We offer professional services in finance and taxation such as taxation consultation, taxation agency and taxation outsourcing to help you reduce costs and human capital input.

出入境证件及签证

Exit-entry Certificate and Visa Services

提供外籍包括港澳台人士入境工作以及员工出境差旅的一站式证件及签证服务，涵盖外籍人士工作签证、中国员工出国及港澳台中短期商务 / 探亲 / 工作签证、海外移民及翻译等。

We provide one-stop certification and visa services for the entry of foreigners and compatriots from Hong Kong, Macao and Taiwan, as well as the exit of employees for business travel, covering work visas for foreigners, the short-term business/visitor/work visas of Chinese employees going abroad or to Hong Kong, Macao, Taiwan, overseas immigration and translation, as well as other services.

商务办公租赁及服务

Business Office Leasing Services

提供商务中心租赁及办公配套服务。

We offer business office leasing and supporting services.

您希望更专注核心业务，并在某些业务流程或职能上降低投入？
Are you expecting to focus on core business and save the input in some business processes or functions?

现在，我们正在将之变为可能。我们向金融、快消、零售等行业提供优质、个性化的业务外包解决方案，通过专业流程设计及优化，在确保信息安全前提下，实现与企业流程的无缝对接，帮助企业获得更优化的管理流程和成本结构。

We are now making this possible. We offer high-quality and individualized BPO solutions based on the design and optimization of specialty processes to realize seamless alliance with business process while guaranteeing information security, so as to help enterprises achieve better management processes and cost structures.

我们为您提供 / We offer:

职能业务外包
Position Outsourcing

针对专业性职能的岗位需求，我们提供全方位一站式的员工管理服务，全面承担员工所有的岗位和人员管理风险，可充分满足您的弹性用工需求，减少管理成本，降低用工风险。

For the specific and professional position requirements, we provide all-sided one-stop employee management services and undertake all position-related employee management risks, fully addressing your flexible manpower needs, reducing management costs and employment risk.

流程业务外包
Process Outsourcing

针对消费品行业、呼叫中心、IT 运维等特定行业的业务流程，提供定制化的外包解决方案，全面负责流程相关员工的劳动关系管理服务、技能培训、绩效薪酬等综合管理，助您摆脱繁琐事务，更专注于核心价值的创造。

Targeting the business processes of special sectors including consumer products, call center, IT operation and maintenance, we offer customized outsourcing solutions to take full responsibility for process-associated labor relations management services, skill training, performance and payroll management etc, helping you cast off trivial affairs and focus on the generation of core values.

全程业务外包
Project Outsourcing

基于对于金融后台等特定领域的持续关注和深入耕耘，我们融汇经验和专长对流程加以专业设计及标准化改造，助您获得更优化的管理流程和成本结构，助推企业获得经营业绩的快速增长。

Based on continuous attention and in-depth exploration over special fields, including a financial back-office, we integrate our experiences and expertise to professionally design relevant processes with standardized renovation, thus helping you achieve better management processes and cost structure while supporting your enterprises' rapid growth in business performance.

商业文档管理
P-file Services

根据国际信息安全标准对文档整理、采集、仓储过程进行全面管控，确保信息安全，为您提高管理效率、降低管理成本，助力企业信息化建设。

According to international information security standards, we take full control of document arrangement, collection and storage processes to guarantee information security, improve management efficiency, reduce management costs, and facilitate enterprise's information construction.

数据及软件服务

Data and Software



商用数据服务

Commercial Data Services

正在考虑整合数据让人力资源管理决策更科学化？

Are you considering data integration to have HR decision-making more objective?

我们关注大数据、云计算、移动互联网在人力资源管理领域的创新化运用机遇，搭建中国人力资源大数据平台和基于移动化的人力资源软件平台，让企业人力资源管理更加具有科学性、互动性、延展性和可视化，帮助企业建立人力资源数据整合应用能力和移动化管理需求。

We have noticed the opportunities for innovative applications brought by big data, cloud computing, and mobile internet in HR management, thus building China HR big data platform and mobile HR software platforms to make enterprise HR management more scientific, interactive, scalable and visible. This assists enterprises in forming HR data integration and application capability while satisfying their mobile management needs.

我们为您提供 / We offer:

用工成本数据服务

Labor Cost Data Analysis

我们整合最前沿的国家和产业政策、社会和经济领域的权威观点、信息和经济事实，采用大数据管理和分析模式，整合近百万员工的用工管理及服务数据和分析经验，定期发布企业用工成本数据报告，并提供行业专家点评和经验分析。

We collect the latest national and industrial policies, authoritative opinions in social and economic fields, as well as information and economic data. And we adopt big data management and analysis modes as we integrate labor management, service data and analysis experiences involving nearly a million employees. And also we regularly issue enterprise labor cost data reports, and provide the expert comments and empirical industry analysis.

员工福利数据服务

Employee Benefits Data Analysis

我们关注福利对员工敬业度和满意度的影响，持续跟踪和整合企业在福利管理方面的大数据，并通过企业和员工的多维度调研和数据分析，定期发布员工福利数据报告，并提供标杆管理解决方案，让企业在福利管理方面更有效。

Concentrate on the impact of benefits on employee engagement and satisfaction, we track and integrate enterprises' big data in benefits management, issue employee benefits data reports regularly via multi-dimensional surveys and data analysis of enterprises and employees, and provide benchmarking management solutions in order to make the enterprise benefits management more effective.

员工健康数据服务

Employee Health Data Analysis

我们理解员工是企业最宝贵的财富，健康是员工帮助企业创造财富的基础，基于服务于员工健康管理的 20 年的经验，建立企业员工健康管理大数据管理，定期发布企业员工健康管理数据报告，让企业更关注员工健康，让员工健康成为企业财富的坚实基础。

It is acknowledged that employee is the most valuable asset of enterprises and health is fundamental for employees to create corporate wealth. With 20 years in experienced health management, we have established the big data platform for employee health management to regularly issue employee health management data reports, to draw attention on employee health and make it a firm foundation for corporate wealth.

人力资源管理研究报告

HR Management Research Reports

我们以分行业、分专业的视角发现人力资源管理挑战和机遇，发布企业人力资源管理领域的专业研究报告，包括组织转型、组织绩效、领导力、人才发展、人力资源管理技术等，并进行标杆分享，帮助企业人力资源管理推进持续创新和发挥战略价值。

We identify challenges and opportunities by industry and specialty to release professional research reports of corporate HR management function, including organizational transformation, organizational performance, leadership, talent development, and HR management techniques, while sharing benchmarks, so as to promote continuous innovation and maximize strategic value of HR management.

希望通过信息化平台来驱动人力资源管理？
Are you expecting to drive HR management via information platforms?

我们的人力资源管理信息化百宝箱为各类企业提供适用、好用的解决方案，让企业的人力资源管理更加智能化、整体运作更趋便捷高效。

Our information software bank provides applicable and feasible solutions for various enterprises to realize intelligent HR management as well as convenient and efficient overall operation.

我们为您提供 / We offer:



让我们成为您值得信赖的合作伙伴

Let Us Become Your Reliable Partner



上海外服隶属于东浩兰生集团，是本土领先的人力资源管理专家，为来自全球各地的企业客户提供人力资源管理的价值咨询和全面执行。

As a subsidiary company of Shanghai East Best & Lansheng International (Group) Co., Ltd., we are a leading domestic HR management expert that provides HR management value consultation and full implementation for corporate customers from anywhere in the world.

推进人力资源管理 Boosting HR management

2013 年，携手 "卓越职场" 开启大中华区最佳职场评选，促进在华外企和走向国际化的中国企业提升人力资源管理实践。

In 2013, we worked closely with 'Great Place to Work' to launch the selection of Best Companies to Work For in Greater China, urging both foreign and local enterprises in China moving toward international markets to upgrade their HR management practices.

2011 年起，连续三年举办 "世界 500 强企业劳动论坛"，发布 "构建和谐劳动关系创新奖" 榜单，持续推动以 500 强为首的企业人力资源管理交流与分享。

Having held the Labor Forum for Global Fortune Top 500 Enterprises for 3 sessions since 2011, we issue the award list for "innovation in construction of harmonious labor relations," and continuously promote the HR management exchange and sharing led by Global Fortune Top 500 enterprises.

2007 年至今，每年联合北京大学人力资源开发与管理研究中心推出《中国人力资源服务业白皮书》，推动中国人力资源服务业发展。

Since 2007, we have cooperated with the Center for Human Resource Development and Management Research of Peking University to issue the White Book of Chinese Human Resources Service Industry, so as to advance the development of the Chinese human resources service industry.

持续领跑市场

Leading the market in a persistent way

2013 年中国企业 500 强位列第 200 位，名列人力资源服务行业第 1 位。

Ranked No.200 among Top 500 Enterprises of China 2013 and No. 1 in HR service industry.

全国文明单位。

National Model Unit.

2012 年被 STAFFING 行业分析评为全球 STAFFING 第 40 位，中国排名第 1 位。

Rank No.1 in Chinese HR industry and No.40 globally in the list of Largest Global Staffing firms 2012.

全国重合同守信用 3A 企业。

A National Contract Abiding & Trustworthy 3A Enterprise.

高校毕业生就业见习国家级示范单位。

A national demonstration organization for internship and employment of college graduates.

中国对外服务工作行业协会副会长单位、上海人才服务行业协会会长单位。

Vice Chairman Unit of China Association of Foreign Service Trades, Chairman Unit of Shanghai Human Resources Consulting Association.

专业的服务体验，
为您提供人力资源管理的价值咨询和全面执行

Professional Service Experiences Offer You Valuable HR Management Consultation and Overall Implementation

