



COMPANY PROFILE

Genuine and Remarkable Service since 2000



A Helping Hand

a very brief history of SMSI

SMSI or SOL MANPOWER SERVICES INC. was founded in 2000 by a couple whose primary motivation in putting up a business is their desire to provide sincere assistance to the less-privileged, yet employable and deserving, populace. Their expertise, skills and experiences from their previous backgrounds became their most potent tools in the realization of their goals.



SMSI initially endeavored to establish itself as a legitimate and bona fide player in the janitorial and man-power industry; and after more than a decade, has managed to open two sites to cater to the demands from the NCR, Central and Southern Luzon areas. This document outlines the key features of our services. We are continually expanding our team's resources and potentials, hence we are eager to help companies with their recruitment challenges.

Our Philosophy

Keeping It Simple

The tenet of our core values is simple and universal: provide our clients with high quality, value-laden and efficient service; while, at the same time considering the rights and well-being of our personnel

This, of course, would have to start by providing employees with compensation and benefits that are fully compliant with what our government mandated.



We would not want to be remembered simply as an employment agency; we will strive to make our clients feel that SMSI is an extension of their human capital or human resource, department: a part of their family. And this we will undertake bearing in mind the spirit of honesty, perseverance, hard work and ingenuity instilled by our founders.

Our Services

Everything Under the Sun

SMSI is composed of trained and competent personnel who never get tired of looking for ways to improve the services the company provides; as well as to look for the needs of the business sector that it can support. This thirst for excellence is likewise imbibed by every employee that we assign to clients.

As far as workforce is concerned, we can supply your company with the following:



HR/ADMINISTRATIVE
Hotel Staff / Waiters /
Receptionists, Messengers
Production Operators



Production Workers



Technicians Gardeners
Landscaping Maintenance



MARKETING



Merchandisers



Drivers and
Chauffeuring Services



IT and other Professional
and Office Staff

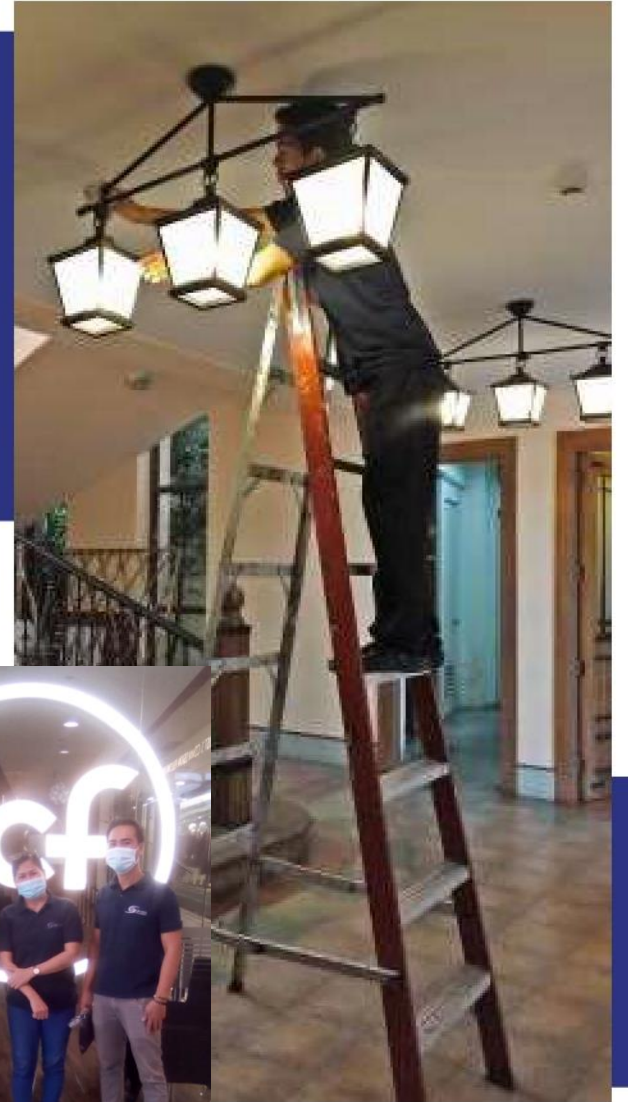


Housekeeping
Custodians



We can also provide the following services on per project basis:

One-Time & General Cleaning Services
Carpet Shampooing
Ground and landscaping Design
Grass Cutting Services
Marble Crystallization
WoodWorks
General Comprehensive Pest Control
and more!



SMSI at Work



Staffing Consultancy

Training Assessment Sales

In a nutshell, outsourcing will give you more time and freedom to focus on those tasks crucial to the growth and improvement of a company like strategic planning and employee development. Our job is to free you of performing routine and time-consuming tasks like:

- Sourcing, screening and hiring qualified applicants
- Payroll preparation and Reporting
- Monitoring and evaluating employee performance based on Key Performance Indicators
- Payment and reporting of Government dues
- Employee Management





Safety Procedures Orientation of On-site Employees.



Our Work Process

Personnel

We at SMSI believe that quality alone is not enough; companies should always strive to meet or even exceed their clients' expectations. After sourcing and screening, the HR department gives successful candidates orientation on company rules and regulations; as well as necessary training programs based on client requirements. A day before the actual endorsement, they will be required to report to our office for fitting of uniforms (if applicable), printing of ID's, etc. There are designated coordinators to ensure that the daily performance of each employee is strictly supervised. After five months of contract, evaluation is given to employees, which serve as the basis for the renewal of their contracts. Tardiness and absenteeism are strongly monitored; however, should contingencies and exigencies arise, we guarantee availability of relievers to the clients. Regarding accidents, our employees are equipped with Group Accident-Life insurance from Reliance Insurance and our HMO, Getwell Health System Inc.. Included in our insurance premium package are medical reimbursement, equivalent monetary value for any loss of body parts, death claims, and burial expenses.

Payroll & Billing System

Our company allots ten days lead-time for the collection of DTRs and preparation of payroll after cut-off. Salaries are then distributed through bank payroll (i.e., ATM cards). For newly hired employees who will be receiving cash salaries, payroll is being delivered to the company office for convenience. Payslips are given simultaneous with the release of salaries. Salary pay-outs fall every 10th and 25th of the month. As a financial aid to our employees, we also allow cash advances seven days after the payroll, as well as salary loans. Aside from disbursing wages, SMSI is responsible for processing employee SSS, HMDF, ECC, and PhilHealth benefits. Our accounting team, as much as possible, avoids revisions on our billing. Hence, our billing preparation undergoes three stages of checking and revisions before delivery. We also have weekly auditing.

“ We find their people industrious, trustworthy and can be depended on. Their company is in good standing and we do not hesitate to recommend their service to you. ”

-Keppel Philippines

Performance Evaluation and Employee Accountability

Conditions of employment are stipulated in a contract of agreement which is to be signed prior to every employee's deployment. Our HR department regularly assess our employee's performance status (which includes attendance, behavior, actual work performance, quality of service etc.) every cut-off. Clients then are provided with status reports and are requested to gauge and provide feedback regarding the quality of service of our personnel and SMSI in general. Operations and HR then team up to develop solutions, like training programs, to address reported issues and concerns. All workrelated infractions committed by our employees are properly addressed in proper forums. Investigations are conducted and each party is given a chance to explain their sides. Revocation of employees' contracts is allowed once they fall short of our clients' expectations and evaluation.

Supplies and Materials

Aside from providing the above services, we are also a wholesaler and distributor of office and janitorial supplies and equipment. Think of us as your onestop-shop for your Human Capital needs.



Contingencies.

There are instances wherein, because of business demands or high work volume, clients are required to procure additional temporary workforce. SMSI can provide additional project-based workers (in as short as 12 hours notice) should business exigency of this kind arise. Employees who reside near our office are available if there would be urgent requests. To summarize, here are the top reasons why your company should consider outsourcing to **SMSI**.

1. Cost And Efficiency Savings
2. Reduced Overhead
3. Operational Control
4. Staffing Flexibility
5. Continuity & Risk Management
6. A Way For You to Develop Efficient Internal Staffing



Our Partners



CHRIST'S COMMISSION FELLOWSHIP



WAGENBORG



NAGASE



tech.one



HOMESCHOOL GLOBAL



SANKO GOSEI



Nagasa - Sanko Precision Mold (Phil), Inc.



SPPI



VICTORY CHRISTIAN INTERNATIONAL SCHOOL



VIFEL ICE PLANT & COLD STORAGE, INC.



DATAWORX



PHILEXPORT



Kabundle mo sa Buhay!



HOTEL KAMANA SANCTUARY RESORT AND SPA



CALACA INDUSTRIAL SEAPORT CORP.



Zambales Diversified Metals Corporation



PERDIDO KEY DISTRIBUTION CORPORATION



LADERA CULINARY SERVICES



STAPLES FOOD CORPORATION

Our Staff are Ready to Assist Your Needs Almost 24/7.



It is SMSI's goal to give full service to its clients. We have designated an Admin Staff who will answer your calls and will attend to your needs and concerns.

Keep in Touch with us:

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