



CONTRACT FIRST

**The specialist in connecting talents to
Contract Staffing Jobs in Malaysia**



With the dedicated team of experienced consultants, we help to improve productivity and simplify companies' contract associates management all year-round. The backbone of our Contract First services is our commitment to deliver exceptional customer service to our clients and associates. With swift turnaround speed, we satisfy our clients in terms of pace and ready resources anytime and this has gained us trust and long term partnership with our esteem clients. However we do not just stop there. The importance of finding talents and retaining these talents are our primary goals.

Using our proprietary software and business practices, CONTRACT FIRST provides a central point of communication and accountability for improved talent sourcing, selection and retention efforts across multiple skills and locations. We focus on innovation and process improvements approaches to ensure each client receives the best solution for their operating environment. CONTRACT FIRST services cover the following:

RECRUITMENT SERVICES

We provide on-site and off-site sourcing and recruitment for contract staffing needs when you have recruitment constraints. We have a large pool of pre-screened immediate contract and temporary candidates to fulfil all of your staffing needs in the following areas:

- **Accounting and Finance**
- **Human Resources**
- **IT, Helpdesk and Technical**
- **Administration, Customer Service and Office Support**
- **Re-employment of retirees**

CONTRACT, PAYROLL AND BENEFITS MANAGEMENT

With our experienced and professional team of experts, we can take on all your existing contract, payroll & benefits management with no initial investment and reduce your payroll overhead costs. We will administer contract, process your staff salaries and provide reports based on your requirements. We can assist you to save the hassle and cost of doing it yourself.

OUTSOURCING AND VALUE ADDED SERVICES (VAS)

CONTRACT FIRST believes in providing optimum services to our valued clients on contract management services and set us apart from our competitors. Hence aside from the core scope of services above, we also provide outsourcing services such as outsourcing of receptionist, despatch and mailroom. We incorporate our in house value added services which we will explain to you in details upon request of proposal.

In CONTRACT FIRST, we believe in providing one stop staffing solutions with speed, resourcefulness, specialised knowledge and service excellence.

Partner with us to experience it yourself.

Please contact our **Contract Specialist team** to discuss your requirements.

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