



## Services

### **Work and residence permits**

- Advice on permits for international service and employment
- Application for and delivery of permits (work and residence permits) and business visa in Switzerland as well as worldwide

### **Employment and assignment contracts**

- Advice on the contractual set-up of foreign employment and international assignments
- Design and establishment of formal employment and assignment contracts

### **Organising international employment**

- Advising on designing, drawing up and implementing an international assignment policy
- Evaluating or drawing up assignment regulations and guidelines
- Designing international assignment and mobility strategies and programs
- Documenting procedures and processes

### **Assignment Management**

- Selecting employees for an assignment abroad and preparing them for it
- Conducting analyses and calculations and optimising the assignment cost structure
- Planning costs and establishing budgets for international assignments
- Organising the work flows in international assignment management
- Advising on suitable technological support
- Setting up an assignment database
- Structuring communication flows in the assignment management process
- Helping in finding appropriate service providers (e.g. relocation and intercultural training) and referral to specialists based on our worldwide network

### **Compensation**

- Designing optimised compensation solutions
- Organising the compensation of international personnel, in particular expatriates
- Compensation benchmarking and international compensation calculations / Balance-Sheet-Calculations
- Drawing up compensation guidelines and developing compensation policies for international employees
- Calculating allowances and compensation payments
- Designing split payroll arrangements
- Organising salary payment procedures

### **International employee benefits and insurance solutions**

- Designing and implementing international retirement benefit schemes as well as disability and life insurance with international coverage
- Designing and implementing international medical and accident insurance (healthcare) and insurance against specific risks associated with foreign services
- Comprehensive planning and designing of employee benefit solutions in connection with international employment
- Evaluating existing solutions, establishing requirements and conducting analyses
- Planning and designing welfare insurance in connection with social security systems

### **Services provided at your office**

- Project management or support;
- Temporary assignments in international assignment management / Global Mobility Management
- Administrative work relating to international employment and assignments (outsourcing)
- Coordination of services from various specialist providers
- Training of internal company resources