





FOCUS ON YOUR CORE BUSINESS




We streamline non-essential tasks, freeing you to innovate.

Running a business requires dedication, yet non-core administrative tasks can hinder growth. We specialize in streamlining these functions, allowing you to focus on your core strategy and innovation.

HERE'S HOW WE CAN HELP

-  **Increased efficiency:** Streamline processes and workflows for greater productivity.
-  **Reduced costs:** Eliminate the need for additional in-house staff.
-  **Scalability:** Grow your operations with confidence, knowing your back-office is supported.
-  **Free Up Your Time:** Remove the time-consuming tasks that hold you back.

WHY CHOOSE US?

-  **Experienced Team:** Certified professionals dedicated to providing exceptional service.
-  **Advanced Technology:** Secure and reliable systems for accurate and efficient processing.
-  **Scalable Solutions:** Customized programs to fit your specific needs and budget.
-  **Unparalleled Support:** Dedicated account manager and 24/7 customer support.

**FOCUS ON YOUR VISION.
LET US HANDLE THE REST.**

SCHEDULE A FREE CONSULTATION

Contact us today to learn more about our comprehensive business process outsourcing solutions!

 info@citechventures.com

CI SOLUTIONS
YOUR TRUSTED BPO PARTNER FOR GROWTH

GETTING STARTED

3-STEP PROCESS

1 Discovery

We delve into your goals, needs, pain points, and compliance requirements. Data analysis, surveys, or interviews may be used as needed.

2 Design and Agreement

We craft a custom solution with clear services, pricing, SLAs, and timelines. Secure data transfer processes and compliance are addressed.

3 Onboarding

Kick-off meeting, process mapping, and training ensure a smooth transition. We pilot test services and document everything for future reference.

FLEXIBLE SOLUTIONS, FIXED COSTS

À la carte

Starting at \$12/hour, perfect for task-based support.

Full Time

Dedicated resource for 40 hrs/week, starting at \$1,800/month.

Part Time








20 hrs/week support, starting at \$1,000/month.

All plans include

Setup fee: \$1,500 for first resource, \$500 each additional.

3-step onboarding: Process mapping, training, and secure data transfer.

Quality Assurance: Regular reports, SLA adherence, and continuous improvement.

-  Dedicated Professional
-  Dedicated Account Manager
-  Work in your preferred Time Zone
-  Video Chat/Call with your Virtual Team
-  Staff Tracking System
-  24/7 Support
-  Trained Professional

AUGMENTING YOUR HR SUPPORT WITH OUR TALENTED POOL

WE OFFER EXPERTISE IN:

Recruitment & Talent Acquisition: Source and secure high-quality candidates for your open positions.

Payroll Processing & Administration: Manage accurate and timely payroll and benefits processing.

HRIS Implementation & Support: Select, implement, and optimize your HRIS platform for streamlined operations.

Compliance & Regulatory Adherence: Ensure your HR practices align with relevant laws and regulations.

Employee Relations: Address workplace concerns, resolve conflicts, and maintain a positive work environment.

Performance Management: Establish clear goals, provide regular feedback, and support employee development.

Training & Development: Design and deliver effective training programs to enhance employee skills.

Employee Engagement Initiatives: Measure employee satisfaction, identify improvement areas, and foster a dedicated workforce.

HR Analytics & Reporting: Provide actionable insights to support informed HR decision-making.

Outplacement & Career Transition Support: Offer guidance and resources during organizational changes.

HR Technology & Back-Office Support

HRIS Integration & Optimization: Leverage our experience with leading HRIS platforms [Options: Workday, BambooHR, Gusto, UKG, etc.] to enhance your existing system.

Custom HRIS Development: Our team can design and build a scalable HRIS solution tailored to your specific requirements.

Back-Office HR Operations: Outsource administrative HR functions to our dedicated professionals, allowing your team to focus on strategic priorities.

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"With over 100 licensed HR professionals serving the US market, sourcing manpower is seamless. Our services adapt to your needs, seamlessly integrating with your existing processes and systems."