

# PAYROLL & HR CONSULTANCY

GMBA can provide a fully comprehensive payroll service specific to each client's needs. Through our fully owned subsidiary dedicated to Payroll Administration and HR consultancy, GMBA SMC, we provide a comprehensive range of services from hiring the right people to improving your performance and productivity.

## SETTING UP A TEAM IN FRANCE

We can provide tailored assistance, whether you wish to test the French market or set up a permanent establishment :

- Specific registration allowing you to hire through a sales representative office (registration and liaison with French tax authorities)
- Recruitment (from preparation of job descriptions and canvassing for new candidates to interviews and assistance in final selection)
- Employment contract drafting
- Integration policy and memo

## PAYROLL & HR MANAGEMENT

Our team provides the services of a comprehensive Payroll and HR department. Key features include :

- Employment contract drafting
- Payroll management (payslips, tax and social security deductions)
- Optimisation of insurance schemes and pension schemes
- Profit-sharing agreements
- Redundancies and dismissals
- Appraisal services (annual interviews, questionnaires, etc.)
- Dashboards (for monitoring and managing staff, turnover and absences)

## MANAGING RISKS

We can help you comply with French legislation and set up a cost-effective organisation through a full range of services :

- Review of your procedures and systems
- Compliance services (election of staff representatives, drafting of single risk assessment document, etc.)
- Advice on French labour law (for optimising contractual terms, etc.)
- Optimisation of dispute resolution
- Liaison with French authorities (Labour Inspectorate, State Agency for Employment, Urssaf, etc.)
- Assistance in the event of litigation (involvement of a lawyer if needed) and Urssaf inspection

### CASE STUDY

#### Company profile

Dutch guitar retailer

#### Challenge

Advising on a flexible way to enter the French market without heavy investments

#### What we did

- Specific business registration enabling the company to hire French sales agents through a representative sales office
- Advice on collective bargaining agreement to secure optimal insurance schemes and contractual terms
- Employment contract optimisation

#### Our added value

Our dedicated Payroll & HR service line with experts in French labour law



#### CONTACT

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