



**Technical,
Administrative Assistance
& Logistics Services**



LEADERS OF EXECUTION



An international organization operating across multiple countries. We leverage our expertise and experience **to provide comprehensive technical project management, administrative assistance, and logistics services to our clients.** Our company is grounded in core values such as service quality and a commitment to win-win partnerships. Our development strategy focuses on building a reliable network of suppliers and subcontractors, attracting skilled professionals, and fostering human resource development.

Our strengths lie in strong customer support, effective partner relationships, meticulous planning, and robust administrative organization. **EXWOR** is committed to delivering projects swiftly from the initial bidding stage, ensuring resource supply, provision of tools, and equipment management, all supervised by highly qualified personnel.



Technical Assistance



Administrative Assistance



Logistics Services

Our Services Include:

- ✓ **Manpower Supply Services:** Recruitment and provision of skilled professionals for specific project needs.
- ✓ **Prospecting for Appropriate Skills:** Identifying the right talent for your sector.
- ✓ **Provision of Qualified Profiles:** Offering access to a diverse range of qualified candidates.
- ✓ **Recruitment of Local and International Labor:** Efficient hiring processes for both local and international employees.
- ✓ **Outsourcing:** Managing entire processes or departments as per your requirements.
- ✓ **Provision of Personal Protective Equipment (PPE):** Ensuring safety with quality PPE for employees.
- ✓ **Supply of Materials and Tools:** Providing essential equipment and tools for various projects.
- ✓ **Human Resources Administration:** Comprehensive HR services, including payroll management and contract formulation.
- ✓ **Recruitment Solutions:** End-to-end recruitment services, from job postings to final hiring.
- ✓ **Support with Social Security and Payroll Management:** Handling all aspects of payroll and social security to ensure compliance & efficiency.
- ✓ **Assistance with Work Permits and Residency:** Expertise in securing work permits and residency for foreign employees.
- ✓ **General Administrative Requests to Authorities:** Managing administrative processes and interactions with governmental bodies.
- ✓ **Provision and Rental of Trucks, Buses, and Cars:** Extensive fleet options for all transportation needs.
- ✓ **Transportation Services:** Reliable transport solutions for personnel and goods.
- ✓ **Provision and Rental of Ambulances:** Various types of ambulances for different requirements.
- ✓ **Rental Accommodation:** Options for temporary housing and base camp facilities.

Why Choose EXWOR Consulting ?

Our experienced management team and skilled executive staff are equipped with the necessary resources to successfully execute our activities. **EXWOR Consulting** has earned the trust of national and international clients by consistently delivering high-quality work that meets contractual deadlines and adheres to industry standards, thanks to our extensive experience and professionalism.

1 - Technical Assistance

EXWOR Consulting offers a full range of assistance services designed to enhance our customers' and partners' efficiency. We can tailor our services to create the ideal package for your business, **reducing complexity and unnecessary costs, thereby saving you time and energy to focus on your core objectives.**



MANPOWER SUPPLY

We provide access to a pool of highly qualified and experienced professionals, particularly in sectors such as oil and gas. By closely monitoring market trends and understanding client needs, we quickly fulfill staffing requirements with the right talent.



QUALIFIED ENGINEERS AND PROFILES

Our team includes a vast array of trained, experienced, and certified professionals, including foremen, supervisors, technicians, quality assurance (QA) personnel, quality control (QC) officers, and construction managers, who can be engaged to meet both short- and long-term needs in the energy, construction, and oil & gas sectors.



MANAGEMENT SERVICES

To be in touch with today's management competition, you need talent managers that EXWOR can provide to you as BD manager, sales manager, procurement and sourcing supervisors, finance, and HR admins. That support your growing business strategy by meet your workforce needs, to deliver the talent you need and to uncover opportunities for increased efficiency.



DEVELOPMENT AND TALENT ACQUISITION

We work closely with you to understand your business objectives and staffing needs, applying proven assessment methods to identify the best candidates for your team and workplace culture.



PROVISION OF RESOURCES

We supply all necessary resources, including PPE, materials, and industrial equipment, ensuring that your staff is well-equipped to perform their roles safely and efficiently.



QUALITY AND SAFETY

We are committed to providing the right personnel with the appropriate training and equipment to perform tasks safely and effectively. Our health and safety programs aim to prevent workplace injuries and illnesses, safeguarding the well-being of workers and minimizing financial risks for employers.



2 - Administrative Assistance

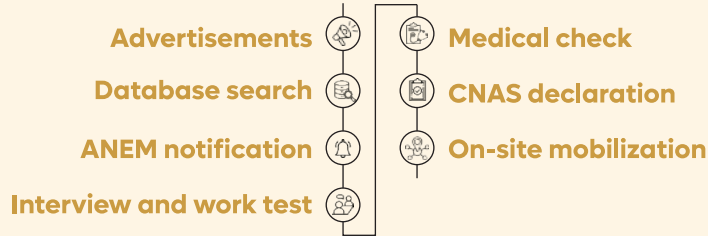
EXWOR Consulting possesses in-depth knowledge of Algerian administrative procedures, leveraging our experience and strong relationships to help clients navigate bureaucratic hurdles and achieve their management goals. We offer a competent administrative staff skilled in organizing, developing, and implementing innovative solutions for our clients.

HUMAN RESOURCES ADMINISTRATION

Our company employs strategic HR management to ensure the effective and efficient management of personnel within an organization, ultimately enhancing business quality and performance. EXWOR's objective is to identify and provide the right manpower for your needs by following the key HRM phases: pre-hiring, training, and post-hiring. We handle all HR tasks, including drafting employment contracts, recruiting candidates, and setting up interviews for open positions within your company.

RECRUITMENT PROCESS AND SOLUTIONS

Our clients often face challenges not only in finding the right candidates but also in navigating the entire recruitment process, from initial search to interview, in compliance with ANEM regulations and the health and recruitment standards mandated by Algerian labor law. To streamline this complex process, **EXWOR offers a comprehensive recruitment solution, managing every step effectively:**



SUPPORT OF THE SOCIAL SECURITY AND PAYROLL MANAGEMENT

Partnering with EXWOR ensures that you benefit from our comprehensive social security ('CNAS') services, including compliance with regulations, timely payments, and avoidance of fines due to mismanagement or late declarations. We also manage employee payslips, tax operations such as 'IRG,' and all other payroll management requirements.

PROCEDURES OF OBTAINING WORK PERMITS AND RESIDENCY

EXWOR provides foreign clients with specialized services for which information is often hard to find. We assist with every step of the process, from submitting work permit applications to relevant authorities to securing residency certificates for each employee, leveraging our expertise and strong relationships.

GENERAL ADMINISTRATION, REQUESTS TO AUTHORITIES

EXWOR can manage all aspects of your administrative affairs in Algeria, including official requests, applications, and follow-ups, ensuring smooth and efficient processing.



3 - Logistics Services

EXWOR Consulting provides a comprehensive range of rental and logistics services, including transportation solutions tailored to your specific needs. Our fleet includes trucks, cars, and specialized equipment, all maintained to the highest safety and quality standards.

FLEET AND TRANSPORTATION OPTIONS

We offer a diverse range of vehicles, from Toyota Hilux and Land Cruiser models to Skoda Octavia and Hyundai Accent cars, equipped with advanced safety features like GPS and drive-right technology. We also provide professional drivers to ensure safe and efficient transportation.

AMBULANCE AND EMERGENCY SERVICES

Our fleet includes fully equipped ambulances of various types to meet international health standards, available for rental to meet diverse client needs.

ACCOMMODATION AND BASE CAMP PROVISION

We offer tailored solutions for base camps and accommodation, designed to meet the specific requirements of your projects in remote locations, especially in the petroleum sector.



POLITICAL QUALITY

The core mission of **EXWOR Consulting** is to deliver technical projects, provide administrative assistance, and offer logistics services that not only meet but exceed client expectations. We are dedicated to maintaining the highest standards of quality, ensuring full compliance with all legal requirements, and continuously improving our processes and services. **This commitment to excellence underpins our goal to be a leader in our industry.**

COMPANY STRATEGY

Develop and strengthen national and international partnerships to support the execution of EPC (Engineering, Procurement, and Construction) and EPCM (Engineering, Procurement, Construction Management) projects, enhancing our global reach and capabilities.

Contribute to strategic initiatives that promote business growth and diversification, adapting to changing market dynamics and client needs.

Ensure alignment with market demands and regulatory standards, providing solutions that are both compliant and innovative.

Strive for a strong market position by leveraging performance management and operational excellence to deliver superior value to our clients.

EXWOR GROUP CLIENTS



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