



# offshored

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# About us

Welcome to offshored, where we specialise in recruiting and employing talented Philippines staff for Australian companies. Our mission is to help our clients significantly reduce costs, up to 70% compared to local hiring, without compromising on quality or efficiency.

At offshored, we go beyond just providing staff. We offer a comprehensive range of services to optimise work processes and enhance productivity. Our team of experts will assist you in streamlining your operations, creating efficient workflows, and developing employee training manuals tailored to your specific requirements.

Speaking of training, we understand the importance of having a skilled workforce. That's why we provide full employee training programs to equip our candidates with the necessary skills and knowledge to excel in their roles. By taking care of the training aspect, we allow you to concentrate on your core business and strategic objectives.

When you engage our services, we ensure that you have access to a pool of highly qualified candidates. We present you with at least three well-vetted candidates for each position within 5 days. You have the opportunity to interview them and choose the best fit for your team. This personalised approach ensures that you have the final say in selecting the right individuals who align with your company's values and goals.

Flexibility is key, and we understand that different companies have different work preferences. You have the freedom to decide whether your offshored Employee(s) work remotely from their homes or from our fully equipped office in the Philippines. We provide the necessary infrastructure and support to facilitate smooth communication and collaboration, regardless of the chosen work arrangement.

Rest assured, our offshored Employees are employed by our Philippines entity, guaranteeing that they receive all the entitlements and benefits mandated by Philippine employment legislation. We prioritise compliance and ensure that our employees are treated fairly and in accordance with the local labor laws.

Partner with offshored today and unlock the potential of offshore staffing. Experience significant cost savings, process optimisation, and a dedicated team of skilled professionals. Focus on what matters most – growing your business – while we take care of building your offshore team to drive success.

## offshored specialise in the following industries:

- Bookkeeping
- Administration
- Sales & Contact Centres
- Advertising & Marketing (social media)
- Architecture & Drafting

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## Easy Steps for client onboarding:

1. Receive PD from client and commence recruitment
2. Present suitable candidates to the client
3. Arrange Zoom interviews between the client and selected candidate(s)
4. If the client wants a candidate to commence work, we send an email to the client confirming the candidate's name, salary, management fee and start date with our payment terms

## Qualified Staff

- Our candidates are university qualified and as a result of the oversupply of educated staff and the low value of the Peso, we have access to a pool of qualified staff which have been vetted by our recruitment team.

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## Meet your team in the Philippines:

When you hire five or more staff through our offshored, we cover your flights (Qantas) and provide accommodation (Shangri La) in BGC, Manila for a period of seven days. During your stay, you will have the opportunity to work from our office, personally train your staff, and play an instrumental role in fostering team rapport whilst driving the development of your team.

## When you finalise this package, offshored will cover the following expenses:

- Business Class flights with Qantas
- Airport transfer
- 7-day stay at the prestigious Shangri La Hotel
- Daily buffet breakfast at Shangri La
- Dedicated work space to train your staff



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## Payment terms

- Client (you) pays the first invoice before the candidate start date which includes:
  - Employee salary (1st month) and offshored management fee (AUD \$700)
  - Employee salary (13th month)
- Client pays monthly invoice which includes the employee salary and offshored management fee
- Unpaid invoices more than 5 business days overdue will result in offshored instructing the employee to cease work

## Compliance with Philippines Employment Legislation:

- 13th Month - Philippines law that requires employers to pay their employees an extra month's salary, known as the 13th-month pay. This payment is mandatory and must be made every year. Therefore, we require this payment upon commencement of employment. If the employee quits or is terminated within 6 months, this can be transferred to new employee. If the employee quits or is terminated after 6 months, then the payment will be used as termination payout.
- All staff receive full-time work benefits including, sick leave, holiday pay, health insurance.
- All employee terminations are conducted in accordance with Philippines employment legislation.
- Employees do not receive separation pay if they are terminated due to just causes (meaning they violated a rule or regulation, or a specific clause in their contract)
- All Offshored employees receive a raise every 12 months to account for inflation.

### Payment options:

- 5** 1. Invoiced monthly 2. Direct debit 3. Credit card  
\*client incurs credit card fees

## Prices:

Example Roles	Administrator	Bookkeeper	Sales and Customer Service	Advertising & Marketing (Social Media)
Av. Monthly Salary	\$600	\$800	\$800	\$600
offshored Management Fee: \$700				

## Our Team



### William Smith - Chief Executive Officer

In 2015, William's first business was listed as the 32nd fastest growing company in Australia on BRW Fast Starters with over 110 staff domestically and \$7m in annual revenue. 60 of the employees could have been offshored, which would have given the company a 50% profit margin.

In 2020, William started Complete Care Accommodation with business partner Jackson Taylor, intent on offshoring as many positions as possible (call centre, admin, accounts & marketing). The business was an instant success and continues to thrive today.

As a result of Complete Care Accommodation's success offshoring back office roles to the Philippines, Offshored was born with the goal of employing tech savvy, university educated staff for Australian businesses.



### Jackson Taylor - Operations & Training Manager

Jackson has over 13 years' experience working in the Australian construction industry on a variety of large projects. He has worked across multiple sectors including government, commercial, education, health and aged care.

Jackson decided to change his career path in 2020, partnering with William Smith to provide short term accommodation for people living with disability. Since then, the business has expanded and Jackson has developed a new passion for business management systems.

The costs of employing permanent onshore staff in Australia is a major issue that Jackson sees affecting many businesses in Australia. He is now dedicated to solving this problem for as many companies as possible.



### Chris Matsumoto - Director of Human Resources

Chris has over a decade of experience in Human Resources, working across Japan and the Philippines. Today, his work has bridged the gap that many business leaders face surrounding the challenges of digital transformation and business process outsourcing.

Chris is the Managing Director of Tako Business Solutions, which is a business process outsourcing company, serving clients in the US, Japan and Korea. Tako offshores positions in sales, administration, finance and legal for clients in the healthcare, gaming, travel and airline industries.

Aside from his entrepreneurial ventures, Chris was also the Vice Chair of the Tripartite Industrial Peace Council under the Department of Labor and Employment (DOLE). He is engaged in social dialogues and tripartite consultations on policies and programs affecting labor and employment among organized labor, employers and government parties in the Philippines