



NOT JUST KNOWLEDGE, BUT KNOW-HOW

Harlow Support Services is a fully integrated service provider of manpower and life support in Iraq and the rest of the Middle East.

Our team services the group's own needs, its clients and also the commercial sector as a whole. Our construction, oil and gas clients have a major demand for additional life support services and facilities in Iraq and around the region. The company draws on the skills and knowledge of a management team with over 25 years' experience in the recruitment and support-services sector. This unrivalled expertise enables us to understand the local situation and the technical requirements of both our clients and our contractors.

CLIENT CARE

Harlow Support Services offers a comprehensive range of solutions to support our clients' requirements so they can focus on their core business. Our customers within oil and gas, power, construction and infrastructure, security and government rely not only on our knowledge of local business methodology and culture, but also our know-how of providing international-standard account management, exceptional service and individual support to each client.



STAFFING & LIFE SUPPORT SOLUTIONS

Our key services are tailored to provide a package suited to each client's manpower needs. Services offered include recruitment outsourcing and all the administration of arranging staff arrivals in country, including visa services, health screening, medical checks and international travel with airport meet and greet.

Once employees are on the ground we can arrange for monthly payroll, rotation scheduling, and personal security. We also have safe, comfortable accommodation whether in camp facilities or luxury villas. We understand the importance of a smooth process for each individual with minimal disruption while they are starting a new role.

There is no other group within Iraq that can provide a fully integrated service for life support. We provide all the additional services from within the Harlow International group of companies through one key account manager who provides advice and solutions through one channel, resulting in a smooth consultancy with no gaps in service.

Discuss your resourcing requirements with a member of our team, call us on **+971 (0)4 453 9899** or email info@harlowss.com



OUR SERVICES

Our commitment is to provide the best possible care to our contractors and clients, whereby we ensure that all matters related to their wellbeing and efficiency is fundamental to our service, leaving them to concentrate on operating in challenging environments. We have an ongoing contractor care programme, which is best in class.

MANPOWER & RECRUITMENT

With an extensive database of local and expat contractors, plus technical staff experienced in oil and gas, industry, infrastructure and finance, we are able to support our clients with all their manpower requirements. Whether a client requires an individual specialist or 1,000 contractors, our team will help source the ideal candidates required with the right skills and expertise. Vetting of local employees is also an exclusive background checking service we provide.

PAYROLL AND TAXES

Ensuring your contractors are paid on time is our priority. We can run weekly or monthly payroll to suit a client's requirements. All taxes and social security payments are deducted at source with tax certificates provided. We take care of all the complications by streamlining the payroll process therefore relieving our clients of this burden. By utilising our regional payroll staff to remunerate contractors in the required currency we guarantee to pay every contractor accurately and on time, every time.

VISA SERVICES

Our visa service team takes the hassle out of this sometimes lengthy and tedious process by supporting clients and their contractors every step of the way. We ensure that all contractors are fully compliant with the appropriate paperwork to work in a country. We can facilitate with 6 to 12 month multiple entry visas, but also single entry emergency visas, where necessary. For large projects we can provide work permits, and visa support through smooth implementation on arrival in country. For long-term and permanent hires we help with full residency and the transportation from country of origin.



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ACCOMMODATION

Relocating an international team of management and workers to live and work in another country is never simple. It can be a logistical nightmare with costs often spiraling out of control.

We have all levels of accommodation from camp facilities to luxury villas at our disposal; whether you want to use existing facilities or build a completely new accommodation unit, we have several solutions.

Not only do we completely manage your facilities, but we can also tailor them to your staff requirements. We understand local security needs, and also the importance of home comforts in living space, diet, leisure, internet and satellite access.

Ensuring the safety and happiness of your staff means they will ultimately be more productive and effective in the work place, which is essential for your continued successful operation.

Riverside Business Park is our established and secure base on the River Tigris in Baghdad, offering secure and comfortable accommodation and business facilities. It contains all of the necessary elements that are crucial to run a business efficiently and is fully catered with laundry services, gym facilities, internet connection, international restaurant and security.

TRAVEL / MEET & GREET

Travelling to a new unknown international country can be daunting. Our in-house travel team support candidates with flights and journey management to ensure a smooth departure and arrival, while our meet and greet service is available at both Basra and Baghdad airports. We also coordinate all flights for rotation staff, ensuring clients' complex staffing schedules are adhered to throughout the year.



SECURITY & PROTECTION

Working in a challenging environment means being aware of security issues and any potential risks. We offer a full security package in liaison with a client's security protocol with security induction briefings pre-mobilisation to country.

Our two security companies, Al Thaware and Al Murabit Security Services provide consultancy consultancy, advice, in-house training, and full on-the-ground security detail to reduce risk and keep staff safe. Our team ensures full awareness of latest security updates and training methods thereby mitigating any risks through information, support and knowledge.

Al Murabit and Al Thaware are Iraq's largest asset based private security companies and have full teams for transport in country with the largest fleet of B6 armoured vehicles.



HEALTH SCREENING

We offer comprehensive health and safety support and advice to ensure every precaution is taken in advance so that candidates are fully prepared. All our contractors are provided with full Medivac, life and PI insurance.



CONSULTANCY

The team at Harlow Support Services has a wealth of experience in the industries that we represent and in the countries we place candidates. After placing 1000s of individuals into positions around the Middle East our expertise in the field has developed to a point where we are the go-to team for large staffing mobility requirements.

Recruiting the right candidates can be a lengthy process and as such we consult with you to help reduce costs and cut time while ensuring candidates have as smooth an onboarding experience as possible. We can help you refine your recruitment process by ensuring you're maximizing your pre-employment assessments, background checks, visa and work permit acquisition, mobilisation, life support and payroll processes.



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If you need advice on what you will need to mobilise your employees in Iraq, call one of our consultants on **+971(0)4 453 9899**

CONSULTANCY | PAYROLL | VISA SERVICES | TRAVEL & ACCOMMODATION