



COMPANY PROFILE

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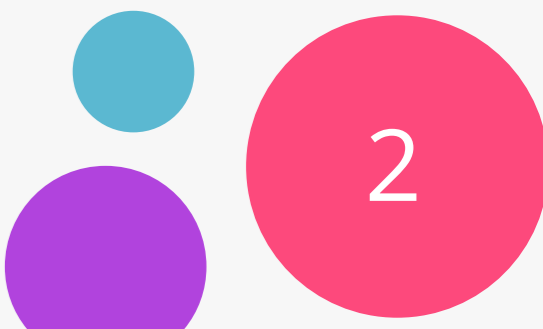
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ABOUT US

Jobhouse... Helping you succeed

Company Overview

JobHouse Services Limited is a Professional Employer Organization (PEO) and licensed employment agency in Ghana. It was founded in January 2010 and incorporated in February 2015. We are a full-service HR consultancy firm with exceptional Recruitment, Outsourcing (labour supply) and payrolling services. Our objective is to strengthen the permanent HR structures and satisfy the outsourcing needs of our clients. We have built a reputation for best-practice recruitment services, thereby engaging high-caliber candidates for employers, and thus enhancing business performance through quality work force.

We are also a registered business in Togo with the name Jobhouse Consulting SARL.



Our Vision

To become the leading provider of temporary staffing services in Ghana and beyond.



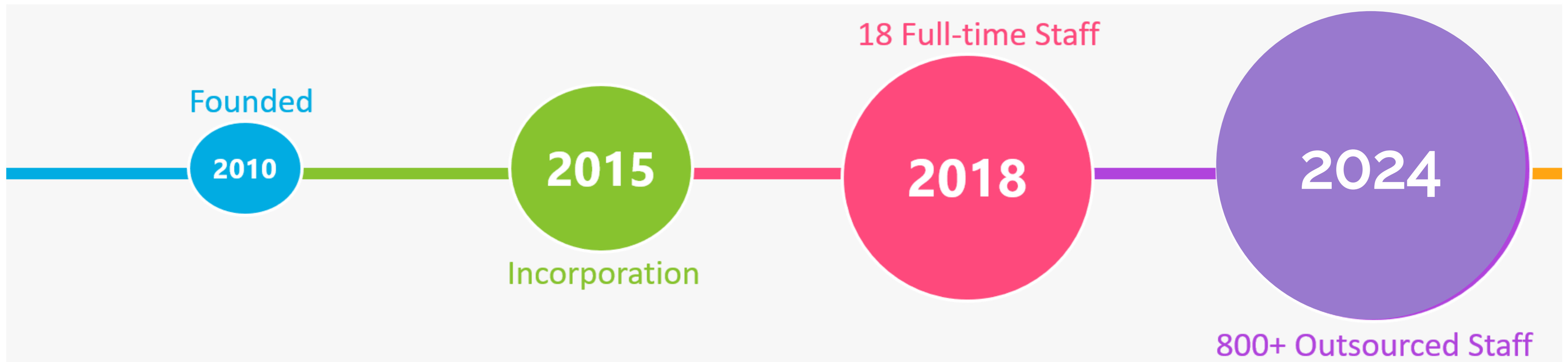
Our Mission

To match the right candidate with the right job within the shortest possible time and to manage outsourced staff better than both the competition and companies.

Basic Information

- **Registered Business Name:** Jobhouse Services Limited
- **Other Names:** JobHouse Recruitment Agency or JobHouse Ghana
- **Business Address:** Opposite Standard Chartered Bank, Spintex Road, Accra
- **Primary Line of Business:** Recruitment and HR Consultancy
- **Business Registration Number:** BN807962014 (Registrar General's Department)
- **Recruitment Agency Certificate:** KN-329 (Labour Department, Ministry of Employment)
- **Founded:** January 2010
- **Incorporated:** February 2015
- **Website:** www.jobhouse.com.gh/hr
- **Email:** info@jobhouse.com.gh
- **Tel:** +233302 999 234 / 24 6750 787
- **Permanent staff:** 14
- **Outsourced staff:** 800+

Our History ... *timeline*



OUR TEAM

We have a dynamic team of young, vibrant and committed staff and experienced consultants.

The team is led by Richard Dogbe, University of Ghana Business School (UGBS) MBA graduate.

Currently, the company has 14 staff, 12 in Accra office and 2 in our northern Ghana on a project.

MANAGEMENT TEAM SUMMARY

Richard Dogbe, CEO

Richard has over 10 years of experience in recruitment and HR consultancy. He founded JobHouse in January 2010 while pursuing his first degree in University of Ghana, Legon.

Qualifications: MBA (Marketing), Degree (Information Studies), Diploma (HR Management) and a host of other certifications.



RICHARD DOGBE, CHIEF EXECUTIVE OFFICER

Our Team – Cont'd

Patience Garrey, **Director (HR and Admin)**

Patience joined JobHouse in 2015 and has led a number of transformations in the company. Patience is meticulous and goes out of her way to support our in-house staff and outsourced staff.

Qualifications: MSc. (Petroleum Geo-Science), Degree (Geology), Diploma (HR Management, Strategic Management).

Godfred Adjelevi, **Accountant**

Godfred brings to the team a wealth of experience and unquestionable commitment. His previous experience has been with Japan Motors before joining JobHouse in January 2018.

Qualifications: Chartered Accountant, Degree in Accounting

Mahmoud Tahir, **HR Consultant**

Mr. Tahir started consulting for JobHouse from 2015, shortly after leaving his post as director of HR at Korle-Bu Teaching Hospital. He has over 30 years of experience spanning, banking, academia, recruitment, healthcare, and NGOs.

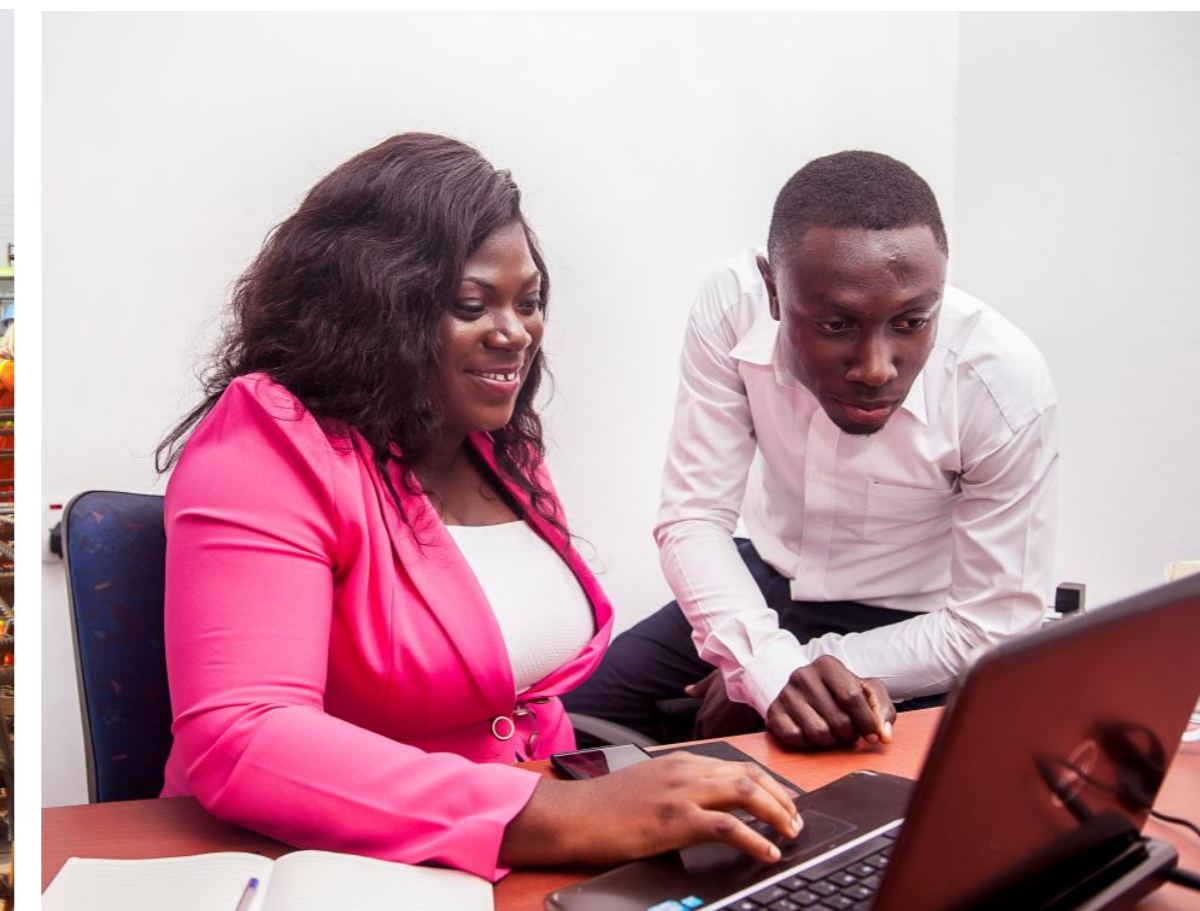
Qualifications: MBA (Human Resource Management), BSc. (Management) and a long list of trainings and workshops attended.

Reuben Noye Tetteh, **IT / Technical Manager**

Reuben brings to the team excellent

Qualifications: BSc. (Agric Economics), many certifications in web design, web hosting, server administration, project management, etc.

Our Team – Cont'd



Licensed and Certified Employment Agency



Employment Agency Certificate 👍



Certificate of Incorporation ●



Certificate to Commence Business 👍

OUR SERVICES



RECRUITMENT SERVICES

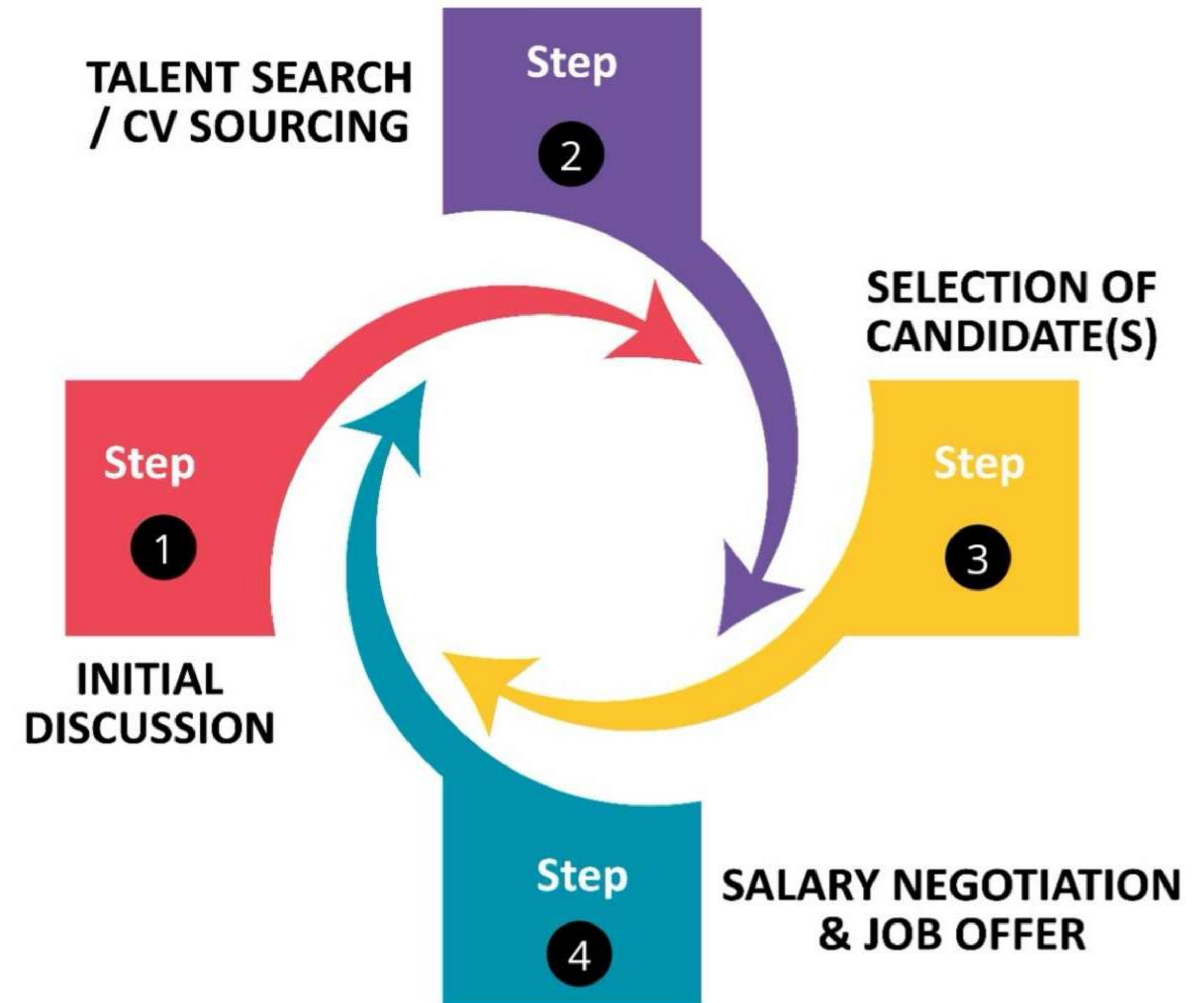
JobHouse Ghana provides full recruitment solutions with a comprehensive niche database of more than 30,000 skilled candidates.

We recognise that every client is unique and as such recruitment campaigns call for unique solutions. JobHouse provides recruitment campaigns for permanent, temporary and fixed term contract staff across variety of industries.

Our recruitment service is balanced with an effective screening system; specially designed to save you stress and time by providing you with holistic solutions that gives you value for money.

We recruit qualified professionals whose career goals align with our clients' organisational vision and culture; and conduct a post-hire follow up to ensure that our candidates meet your needs.

Our Approach



PAYROLL OUTSOURCING SERVICES

JobHouse will relieve you from tedious organisational outlays that typify payroll computation

Our dedicated payroll service supports all outsourced payroll needs with dedication, confidentiality and proficiency. We go a great extent to ensure that our clients and employees are compliant with tax and payroll-related legislation, and offer a comprehensive payroll service for our clients' monthly cycles.

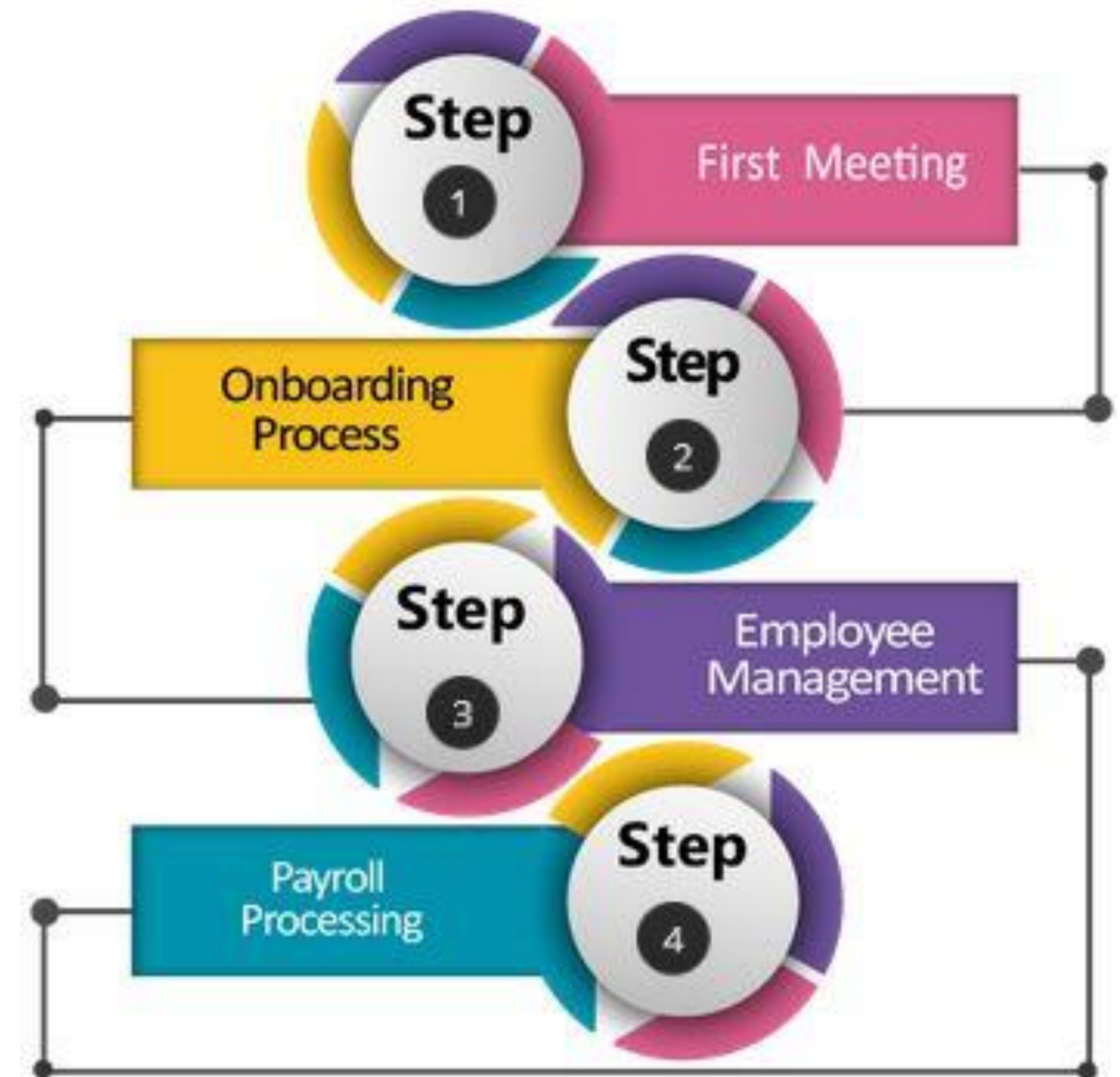
Our use of an in-house Payroll and HR management system provides an enthralling solution for organisations that do not have a fully functional HR and/or Accounts department. It is also ideal for those that are in the country for short-term projects.

We help you save time on payroll processing. Above all, we save you the hassle of dealing directly with the statutory bodies.

Our payroll management guarantees you of the following:

- Timely and accurate filings of Statutory Returns such as Income Tax (P.A.Y.E.) and Social Security (SSNIT).
- Confidentiality of Salaries
- Fully Compliant Payroll Management System
- Fully functional Online Inter- Bank Transactions

Payroll Outsourcing Procedure



HR OUTSOURCING & CONTRACT STAFFING

Focus on your core business, let's handle your HR related services

With in-depth knowledge and expertise, our HR department and consultants offer essential support and guidance to our clients and employees, ensuring that all parties follow best HR practice. We have experience in managing both skilled and unskilled, contract and full-time human resource across various industries in Ghana.

Our main dedication in this field is to allow organizations focus on strategic thinking and broader policy issues in order to optimize productivity, while we provide employee management services for their benefit.

Three main ways we approach HR outsourcing at JobHouse:

- We engage already recruited staff fully under JobHouse Ghana as a company and manage them.
- We manage the employees but make their statutory payments on your behalf using your employer details lodged with the statutory organisations. You have to be a legally registered business in Ghana to be able to select this option.
- We also recruit and manage staff on your behalf. This goes for both organisations who are legally registered in Ghana and those that are in the country for a short-term projects.

Why Choose JobHouse for your HR Outsourcing needs

1. Extensive Experience - Over 9 years experience as a business, with great experience with both local and international organisations.
2. We will help you save cost considerably - We help you reduce your operational and recruitment costs thereby helping you save money.
3. Staffing Flexibility – We offer you staff depending on your needs at a particular time. You get unlimited access to human resource.
4. Access to skilled expertise – Benefit from the Best HR consultants on any issues on staffing and payroll management.

EMPLOYEE TRAINING & DEVELOPMENT

About our T&D

At JobHouse Ghana, we assist organisations develop their human resource by placing value on Training and Development (T & D). This includes determining the organizations human resource needs, recruitment, selection, training and development among others.

Our T & D services are tailor made to suit the organisation's needs and goals, and are run by very skilled and experienced facilitators. It increases the participant's skills set, and also helps the organisation realise their goals.

Benefits of JobHouse' Corporate T & D

1. We offer value for money Training and Development services, tailor-made to address your organisational and staff needs.
2. Skills Development and Increased productivity resulting in an increased financial gain
3. Reduction in learning time and less supervision
4. Uncover employee potential and creating a talent pool of cross-trained employees
5. Increased capacity to adopt new technologies and methods
6. Builds team spirit and corporate culture and enhances the company image

EXPATRIATE MANAGEMENT SERVICES

JobHouse is a leading expatriate management specialist in Ghana. The aim of this service is to ensure that the employee feels comfortable and confident to begin his/her professional life in Ghana. This will lead to a faster turnaround period for the expat thereby assuring an increased efficiency, productivity and cost effectiveness.

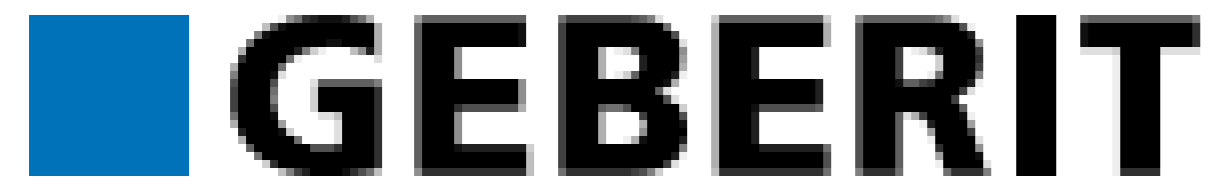
We give you professional support for the following:

- Visas (including visa-on-arrival)
- Work permit and residence permit
- Immigration support
- Payroll management & Tax compliance
- Accommodation and related services

Service Guarantees

- 1. Flexibility** - This program can be modified to suit your needs. We can add/delete existing benefits as the Client may deem fit.
- 2. Problem Solving** - With our expertise we commit ourselves to solve your work-related problems so that these problems do not take away your focus on the core business issues.
- 3. Communication** - We are a phone call, SMS, WhatsApp or email away. We are always at your doorstep, always ready and available to assist you.
- 4. Cost - Effectiveness** - We offer you great service at a reasonable rate. Our charges are very affordable and the lowest in the Ghanaian market at the moment.

OUR CLIENTS



Uber



HEIDELBERG



1 SQUAREONE

ODEBRECHT



DENSU INDUSTRIES LIMITED

We have a wide clientele base covering local and multinational companies

JOBHOUSE IN THE NEWS

July 15, 2019: JobHouse launches jobs, career coaching website

<https://citinewsroom.com/2019/07/jobhouse-launches-jobs-career-coaching-website/>

June 13, 2019: JobHouse recruitment agency celebrates 3 years of partnership with Uber-Ghana

<https://www.graphic.com.gh/business/business-news/jobhouse-recruitment-agency-celebrates-3-years-of-partnership-with-uber-ghana.html>

October 1, 2018: JobHouse to outsource 300+ workers for the 7 Bridges Danida Project

<https://jobhouse.com.gh/recruitment/jobhouse-wins-contract-outsource-workers-7-bridges-danida-project/>





CONTACT US



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