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KISTEMP GROUP

Temporary Staffing Service Proposal

www.kistemp.co.kr

KISTEMP GROUP | KISTEMP OCS | KISTEMP PSS | KISTEMP LBS | KISTEMP MNCS | KIS CONSULTING | KISTEMP CSC | KISTEMP FYC

Contact: XXX, Manager

Tel: +82-2-6719-XXXX

Email: XXX@kistemp.co.kr



01 Introduction

1. Company Overview
2. Certifications, Awards & Credit Ratings

KISTEMP GROUP
Korea Information Service

Delivering the Right Talent to Strengthen Your Competitive Advantage

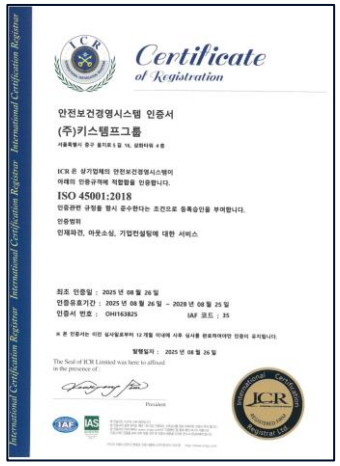
KISTEMP GROUP

KISTEMP GROUP is a comprehensive HR solutions provider with a history dating back to **1988**, when it launched Korea's first weekly employment publication, Weekly Recruitment (週刊求人). Today, we deliver a full range of HR solutions, including **Executive Search, Recruitment Process Outsourcing (RPO), Temporary Staffing, and Business Process Outsourcing (BPO).**

Backed by a proprietary talent database of over **500,000 candidates** and decades of trusted partnerships with leading organizations, KISTEMP GROUP provides customized workforce solutions through a structured and specialized service model. We remain committed to delivering exceptional value and exceeding our clients' expectations through reliable, client-focused HR solutions.

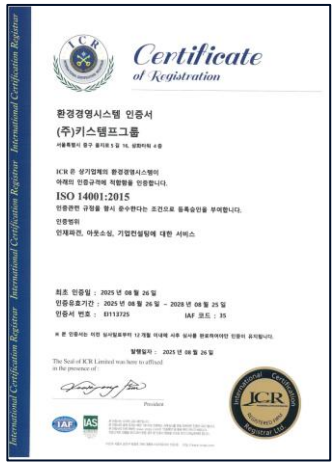
History	1988: Founded Korea Information Service (KIS) Co., Ltd. 1999: Launched temporary staffing services.
C E O	Jeongho Lee (joined KISTEMP GROUP in 2005 and currently oversees overall business operations)
Workforce	3,827 employees supporting temporary staffing and outsourcing operations (as of March 2026) 177 headquarters staff, including 46 HR professionals, 104 recruitment specialists, and 27 administrative support staff
Clients	Approximately 830 active client companies across a wide range of industries
Revenue	KRW 170.2 billion in annual revenue as of year-end 2025
Address	4F, Samhwa Tower, 16 Eulji-ro 5-gil, Jung-gu, Seoul, Republic of Korea
Contact	Tel.: +82-2-6719-6400 Fax: +82-2-2039-3120
Website	www.kistemp.co.kr

1-2. Certifications, Awards & Credit Ratings



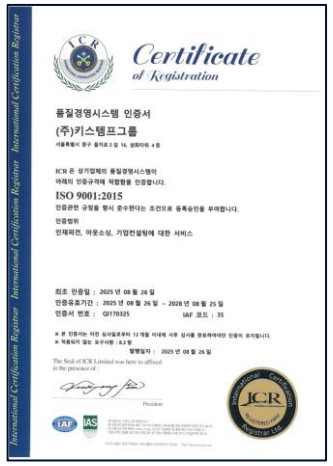
ISO 45001

Occupational Health and Safety Management System (OHSMS)



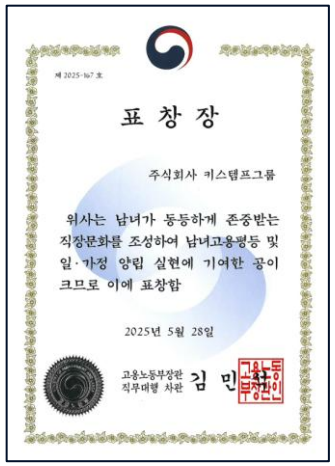
ISO 14001

Environmental Management System (EMS)



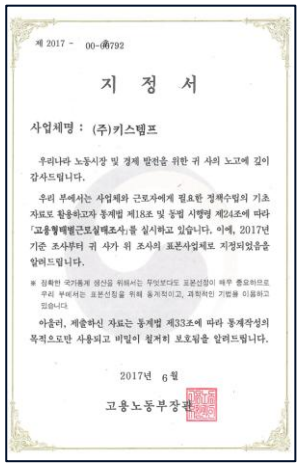
ISO 9001

Quality Management System (QMS)



Minister of Employment and Labor Award

Award for Improvements in Affirmative Employment Practices



Designated as a Sample Establishment by the Ministry of Employment and Labor

EcoVadis Certification

ESG Sustainability Rating

신용등급

기업신용평가등급	현금흐름등급
BBB-	CR-1

평가기준일	2025년 04월 25일
재무기준일	2024년 12월 31일

KODATA 한국평가데이터

Evaluated by Korea Ratings Data (KoDATA) on April 25, 2025

Credit Rating Assessment by Korea Ratings Data (KoDATA)



03 Temporary Staffing Service Proposal

1. Current Temporary Staffing Workforce
2. Recruitment Process & Lead Time
3. Dedicated Account Team
4. Why Choose KISTEMP
5. Talent Sourcing Process
6. Candidate Recommendations Using Our Talent Database
7. Online Employee Portal
8. Employee Welfare Programs
9. Labor Risk Management

2-1. Current Temporary Staffing Workforce



Admin Support
2,291



Executive Assistants
189



Broadcasting, Production & Design
505



Customer Service & Reception
178



Executive Drivers
168



IT Specialists
185



Leave Coverage & Other Roles
311



830 Client Companies



3,827 Temporary Staffing Personnel

2-2. Recruitment Process & Lead

1) Average Recruitment Lead Time

Recruitment Completed **Within** 7 **Days**

1. Extensive Talent Pool, 'Outbound Target' search by dedicated recruiters by industry and job function & Internal Candidate Screening
2. 38 years of accumulated talent database and HR expertise, immediate access to our talent database and continuously updated talent database through internal network
3. Multiple Recruitment Channels (Online & Offline), use of specialized recruitment channels for each industry and positions

Preparation (Within 3 Days)

Dedicated Recruiter Assignment
- Dedicated Recruiters by Industry & Role
- Hiring Requirements Defined Through Position Analysis

Candidate Sourcing
- Job Posting & Database Sourcing
- Targeted Talent Outreach

Candidate Screening
- Education & Career Verification
- Credential & Qualification Review

Initial Phone Screening

(KISTEMP GROUP Process)

Internal Interview

(KISTEMP GROUP Process)

Placement (Within 4 Days)

Client Interview

Final Candidate Selection & Employment Offer

Employment Documentation & Onboarding

Deployment to the Workplace

Dedicated teams assigned to each client

“Dedicated Client Support Team”

Talent Sourcing

Deployment-Ready Talent

- Proprietary Talent Database
- Candidate Recommendations in as Little as Three Business Days



Labor, Legal & Contract Support

Proactive Risk Management

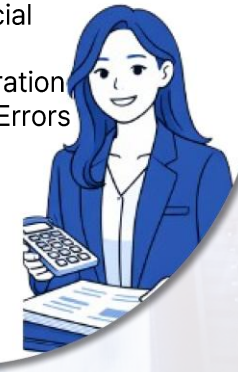
- Contract & Labor Law Compliance
- MOEL Audit Response Experience



Payroll & Billing Manager

Accurate Payroll Management

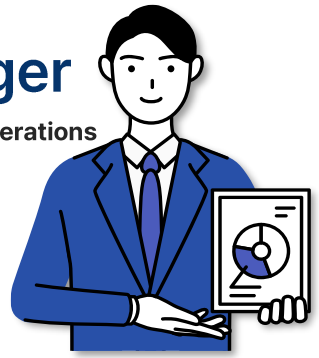
- Korea’s Four Major Social Insurance Programs
- Payroll & Tax Administration
- Minimized Processing Errors



Dedicated Account Manager

A Single Point of Contact from Recruitment Through Operations

- Dedicated Client Communication
- Rapid Issue Resolution



Customized Temporary Staffing Services Built Around Each Client's Workforce Needs

Qualified Talent Recommendations → Continuous Service Support → Differentiated Service → Client Satisfaction

Exceptional Client Service Through Rapid Processes and Qualified Talent Recommendations

- ✔ Rapid candidate recommendations from an extensive talent pool
- ✔ Efficient sourcing by a specialized recruitment team

Consistent Service Quality Management

- ✔ Quarterly training
- ✔ Office etiquette and mandatory compliance training

Labor Risk Management

- ✔ Semiannual temporary staffing business reports
- ✔ Documentation for regular labor inspections
- ✔ Expert support during labor inspections

Proven Service Management

- ✔ Quarterly SLA reviews
- ✔ Regular and as-needed site visits

KIS TEMP

A Leading Company in the Recruitment Industry

2-5. Talent Sourcing Process

1) Dedicated Recruiter Assignment





"Dedicated recruiters are assigned to quickly and accurately identify and recommend the most suitable candidates."

Recruiting the Right Talent Through Detailed Requirement Analysis and Job Assessment

Category		Job Category	Key Competencies	Preferred Candidate Profile	Interview & Onboarding Process
JOB FIELD	317	Administrative Support	Document organization, Document distribution, Data compilation	- Experience in a similar company or industry - Degree in business, economics, or a related field - Completion of relevant training	- Internal suitability interview - Confirmation of working conditions - Pre-employment orientation - Role expectations and career guidance - Client and position information provided via text message, email, or phone - Job description and interview guidance
	323	Customer Service Administration	Customer-service mindset Computer and data-processing skills	- Experience in a similar company or industry - Customer service or counseling experience - Completion of relevant training	
	842	Professional Drivers	Situational awareness Professional attitude Reliability and integrity	- Experience in a similar company or industry - Professional chauffeur experience - Completion of relevant training	
Checklist		● Selection priorities: 1) Relevant Industry Experience 2) Relevant job experience ●Essential requirements: Computer skills, customer-service mindset, and at least one year of relevant experience ●Post-placement management: Ongoing monitoring to minimize HR, labor, and information-security risks			



We recommend at least three times the required number of candidates for interviews to ensure the selection of high-quality talent.

2) Job Categories Available

General office tasks

- Team admin
- Branch Office Support
- Accounting
- Sales support & administration
- Short-term assignments
- HR / general / legal
- Procurement / Materials Management

Secretary/reception

- CEO secretary
- Team secretary
- Secretary for Foreign Executives
- Reception

Drivers

- Executive Driver
- Chauffeur

Marketing

- AMD, VMD
- Advertising, PR, Market-research
- CRM

Design

- Web Designer / Web Publisher
- Graphic / Editing / product / industry

Broadcast

- Planning : PD, writer
- Production : FD, AD, VJ, Video editing
- Tech : TD, Camera assistant, CG
- Broadcast Operations, MD

IT Support

- PC maintenance
- Server Administrator
- Network device management
- Technical Support
- Network Operations

IT

- Web planning
- Website Management
- Content Operations / Content Management
- Web / app programmer
- System programmer

Professional Roles

- Interpretation
- Librarian
- Store Management
- Dietitian
- Barista
- CAD / CAM

Facilities Management

- Workplace Facilities Management
- Cleaning

Maternity Leave Replacement

- All positions (no limits)

Temporary Positions

- All positions that require temporary manpower (Various Temporary Positions)

2-6. Candidate Recommendations Using Our Talent Database

Proprietary Recruitment Communities



- Job-Specific Recruitment Commun (Driver / Secretary / Office support / Broadcasting)
- Securing a large number of suitable talent candidates for clients
- Candidate screening and reference verification

Recruitment Channels & Job Portals

- Partners: Local Governments, Worknet University Career Centers Nationwide
- Annual Contracts: JobKorea, Saramin, Incruit, Albamon, Alba Heaven
- Project-Based Contracts : Telejob, JobToday, Recruit, FindJob, JobPlanet
- Communities: Naver and Daum Communities

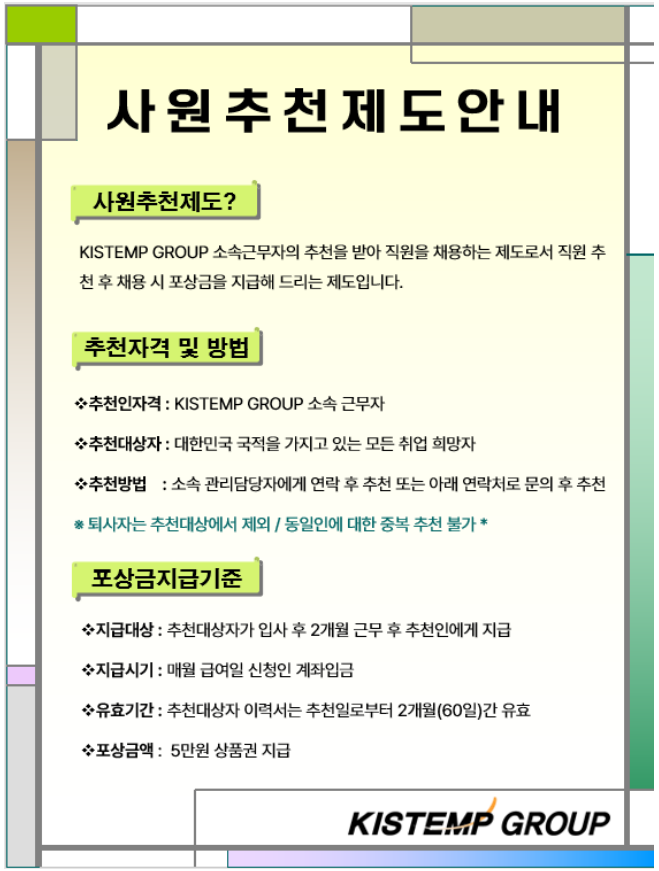


JOBKOREA

사람중심 취업사이트 saramin

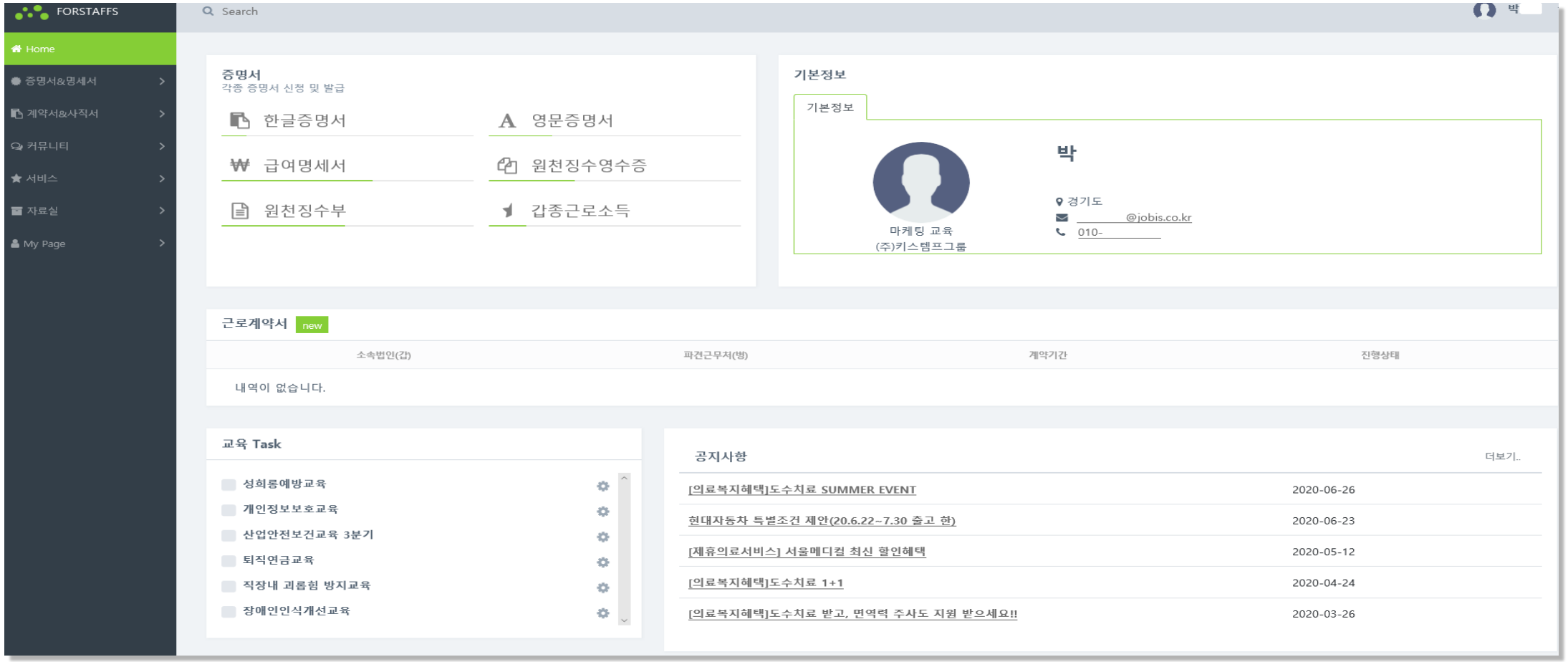
Employee Referral Program

Employee Referral Rewards



For Temporary Staff

"Access, verification, and printing available for all work-related information and notices"



Employment, career, retirement, and payment certificates; withholding receipts for Class A earned income and retirement income

Available for verification & printing at all times for current and former employees

Family Occasion Support

Gifts provided to outsourced employees assigned to client companies to boost morale and strengthen employee engagement.

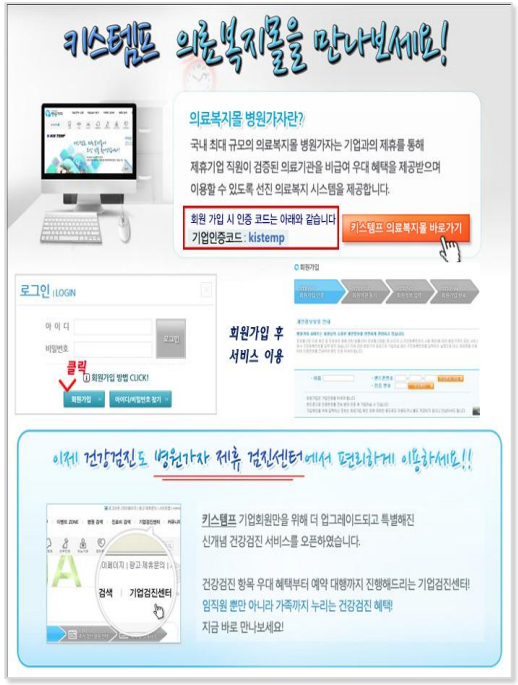
Birthday Gifts

Holiday Gifts
(New year, Thanksgiving)

Family Event Support
※Provided upon request.

Medical Support

Medical services provided through affiliated healthcare providers, including ophthalmology, dermatology, and traditional Korean medicine clinics.



Health Screening Support

Annual health checkups provided through certified medical institutions.



Health Screening Eligibility

Non-Office Employees
→Once a year

Office Employees
- >Every Two Years

<Physical examination>
Urine test
Blood test
Chest X-ray
Oral examination

Administrative Fine

Administrative fines apply to both employers and employees who fail to complete mandatory health screenings.

Employer
Per person
1st : KRW 50,000
2nd : KRW 100,000
3rd : KRW 150,000

Employee
Same as the employer

Outstanding Employee Recognition

Through our Outstanding Employee Recognition Program, we recognize outstanding performance and encourage long-term employment and morale among outsourced employees.



Evaluation	• Monthly performance evaluation by KISTEMP client managers
Method	• Awards & Recognition • Grievance Handling
Reward	• Cash Incentives • Recognition Plaques

2-9. Labor Risk Management

Workforce Management Capabilities



Dedicated In-house Legal Team (3 Legal Managers)

· Three Dedicated In-House Legal Managers
· Pre-Inspection Consulting for Ministry of Employment and Labor Audits
· On-Site Legal Support During Ministry Inspections
· Consulting on HR, Compensation, and Labor Relations



Dedicated Labor Attorney

· Assignment of exclusive labor attorney

Extensive experience supporting approximately 460 companies during labor inspections and audits.



Extensive Experience with Ministry of Employment and Labor Audits

· Regular feedback on issues with Ministry labor supervisors
· Participation in regular and ongoing Ministry training and meetings

2. Legal Risk Management



1 Preventive Management

Proactive prevention of information leakage through pre-employment security training, written pledges, and internal monitoring.



2 Fidelity Guarantee Insurance

All employees enrolled in fidelity guarantee insurance (KRW 5–50 million) for immediate financial protection against employee-related losses.

Over the Past Five Years (2021~2025)

Zero administrative actions by the Ministry of Employment and Labor (MOEL)

Since our founding in 1988, KISTEMP has spent 38 years doing more than simply providing talent. We have been committed to becoming a trusted **partner that helps clients solve their workforce challenges.**

Our **specialized team structure and systematic division of responsibilities** have been carefully developed over decades to deliver accurate, reliable, and efficient workforce solutions.

Over the years, we have built lasting partnerships with **more than 2,000 clients served since our founding**. Time and again, organizations have returned to KISTEMP whenever they faced recruitment challenges—a testament to the trust we have earned.

We will continue to **place that trust at the heart of everything we do**. When you choose KISTEMP as your HR partner, **we are committed to delivering results** that exceed your expectations.

THANK YOU.

CONTACT US

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