



Solutions you trust and afford

DM Consulting Services
Outsourcing, Consulting, Sourcing, Intelligence



RECRUITMENT SERVICES FOR FOREIGN CITIZENS IN ALBANIA



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partners@duapune.com



WHO WE ARE

- ▶ **DM Consulting Services Albania**, the company that also represents **duapune.com**, offers a specialized and complete service in the recruitment of foreign citizens for third-party companies in Albania **(licensed in the field of the labor market as a Private Employment Agency)**.
- ▶ With an international network of partners and legal expertise, we guarantee secure, efficient and fully compliant processes with the legal framework.
- ▶ duapune.com is the leading online job platform in Albania and Kosovo, dedicated 100% to job and career opportunities, since 2009. It is considered one of the leading regional job portals.
- ▶ duapune.com is also a member of international networks such as Alma Career Services (almacareer.com) and The-Network.com (the-network.com), making it a unique and global platform.



COUNTRIES WE RECRUIT FROM

Philippines
India
Sri Lanka
Indonesia
Dubai
Egypt
Turkey
United Arab Emirates
African countries

**And any other country in the world
that you have a preference for.**



We are recruiting staff with international experience for:

1. Hotels, Restaurants, Catering

Waiters
Supervisors
Host/Hostess
Barista
Bartender
Receptionists
etc.



2. Construction

We recruit specialized professionals and general workers for:

- Electricians
- Plumbers
- Plasterers
- Masons
- Aluminum / Facade Specialists
- Welders
- Gypsum Works Specialists



3. Warehousing and Logistics

- Warehouse Workers / Cleaners
- Collectors / Packers
- Forklift Operators
- Storekeepers
- Drivers
- Supervisors
- Inventory Controllers
- Coordinators
- Transportation Managers



4. Sales/ Supermarket

- Salesperson
- Systems Operator
- Treasurer
- Supervisor
- Purifier Operator
- Warehouse Assistant
- Storekeeper



5. Industrial Sector

- Furniture Specialist
- Aluminum Specialist
- Steel Specialist
- Factory Worker
- Technical Assistant
- Machinery Operator
- Machinery Technician



6. Cleaning, Gardening

- Housekeeper
- House Cleaner
- Babysitter
- Elderly Caregiver
- Gardener
- Seamstress
- Dishwasher

Note: Mediation services are also offered for other positions not mentioned in this document according to the company's needs.



WHAT DO WE OFFER TO OUR CLIENTS?

Recruitment and Accreditation

Recruitment and legal processes

Recruitment

We offer a clear and efficient process for recruiting qualified employees from different countries.

Accreditation

Each candidate goes through an accreditation procedure to ensure they meet the standards required by the industry.

Legal Procedures

We ensure that all legal procedures are strictly followed to protect the company's interests.

Payment Structure

Installment I –
Administrative Payment
Work Permit Visa

Installment II – Recruitment Service
50% after visa approval
50% upon the candidate's arrival in Albania

RECRUITMENT PROCESS

1

We share the necessary information with our clients to determine recruitment needs.

2

The client determines the workforce requirements and signs the Service Agreement.

3

The request is followed by our team according to the procedures and requirements of the respective country.

4

Candidates are identified, selected and hired.

BENEFITS FOR YOUR BUSINESS

- ✓ Safe, fast, legal recruitment
- ✓ Verified and trained candidates
- ✓ Stress-free end-to-end process
- ✓ Reduction of operational costs and time
- ✓ Sustainable long-term partnership



OUR TEAM



SOME OF OUR CLIENTS



Contact us:



Website
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Social Networks

 [duapune.al](https://www.instagram.com/duapune.al)

 [duapune.com](https://www.facebook.com/duapune.com)

 [duapune.com](https://www.linkedin.com/company/duapune.com)

