

# RECRUITMENT SERVICES FOR FOREIGN CITIZENS IN ALBANIA

 **+355 69 203 1583**  **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



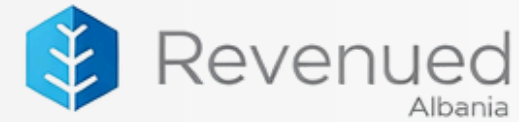


# OUR TEAM





# SOME OF OUR CLIENTS





# Contact us:



Website  
**duapune.com**



Email  
**partners@duapune.com**



Phone  
**+355 69 203 1583**



Address  
**Luigj Gurakuqi Street  
P.4 Ap.7, Tirana 1001**

## Social Networks



**duapune.al**



**duapune.com**



**duapune.com**

