Business Advisory | Financial Services | Strategic Solutions

ASTAKOS PREMIUM SERVICES

Comprehensive workforce solutions from China to Greece

From selecting the right person to relocation and ongoing support.

PEOPLE. OPPORTUNITIES. CONNECTIONS.

WHO WE ARE & OUR STRATEGIC PARTNER

A structured partner for businesses and employees.

Business Advisory | Financial Services | Strategic Solut

ASTAKOS PREMIUM SERVICES & Shaanxi Zhongli Group

Comprehensive Workforce Solutions from China to Greece

- **Strategic Alliance:** Astakos Premium Services works directly with Shaanxi Zhongli Enterprise Development Group.
  - Connecting Greek businesses with skilled and reliable workers from China
- **Shaanxi Zhongli Group:** A Leading Human Resources Group.
  - An official agency, fully licensed and approved by China's Ministry of Commerce (Ministry of Commerce) for international labour cooperation and overseas workforce deployment, based in Xi'an (established in 2008).
  - Full Regulatory Licensing: Holds a Human Resources Services Licence & International Labour Certification
- **Partnership Philosophy:** A focus on organisation, transparency, reliability, legal protection and respect for employees.
- **Our Message:** *The right person. In the right role. With the right support.*

ASTAKOS PREMIUM SERVICES & Shaanxi Zhongli Group
A COMPREHENSIVE SOLUTION

Business Advisory | Financial Services | Strategic Soluti

One partner. Multiple stages. One clear goal.

01
End-to-End Process 6 Stages
A Comprehensive & Structured Journey
From identifying needs to settling in

02
Stages
*Sourcing & Preselection
*Interview & Agreement
*Legal & Administrative Support
*Accounting Support
*Travel & Housing
*Language Training & Integration

02.1
Sourcing & Preselection
Comprehensive Workforce Solutions from China to Greece
Quality Assurance: Full background, skills & medical checks before departure from the country

02.2
Interview & Agreement
Your needs, our priority!
Direct employer–candidate contact, coordinated by our company, to define financial terms and responsibilities with complete clarity.

02.3
Legal & Administrative Support
Document collection, permit management and coordination with specialist lawyers

02.4
Accounting Support
Full support with payroll and tax obligations.

02.5
Travel & Housing
Coordination of travel expenses (visas, tickets) and provision / arrangement of accommodation in Greece.

02.6
Language Training & Integration
(Based on the programme of Ionian University CLL)

Intensive training and ongoing employee support for smooth integration.

STAFF SOURCING & SELECTION

We find people who match your business's actual needs.

Business Advisory | Financial Services | Strategic Solutions

- We identify your needs, specialist roles and required qualifications.
- We source and preselect candidates from China.
- We assess profiles against the agreed criteria.
- We aim for the best possible match: BUSINESS ↔ ROLE ↔ EMPLOYEE.

INTERVIEW & AGREEMENT

Successful cooperation starts with clear expectations.

Business Advisory | Financial Services | Strategic Solutic

- We coordinate communication and introductions between employer and candidate.
- We discuss the role, working conditions, responsibilities and financial terms
- We agree pay and key terms before moving to the next stages.
- Core principles: Transparency • Clarity • Mutual understanding • Trust

LEGAL & ADMINISTRATIVE SUPPORT

Coordination at every stage of the process.

- We organise the process in line with the requirements in force.
- We collect and organise the required supporting documents.
- We support the necessary administrative procedures.
- We coordinate with lawyers and other specialist professionals.
- We track progress and keep employers and employees informed.

ACCOUNTING & TAX SUPPORT

Structured guidance to meet employees' needs.

Business Advisory | Financial Services | Strategic Solutions

- We coordinate accounting and tax support through specialist partners.
- We assist with payroll matters and accounting procedures.
- We organise tax obligations and required filings.
- We guide employees in cooperation with accountants and relevant professionals.

STAFF LEASING & PROVISION

Flexibility for seasonal needs and peak demand

- We offer staff leasing or provision where the applicable framework allows.
- We support seasonal needs and increased staffing demand.
- We cover specific specialist roles and operational requirements.
- We provide solutions for hotels, construction, catering and other sectors.

HOUSING & SETTLING IN

Arrival in Greece is the beginning — not the end.

Business Advisory | Financial Services | Strategic Solutions

- We provide or coordinate housing and accommodation solutions.
- We organise arrival and initial settling in.
- We inform and support employees regarding their accommodation.
- We coordinate communication between employee, employer and accommodation provider.
- Our aim: to ensure employees feel supported from day one

Language training & integration

Fast Track B2: intensive preparation for B2 English examinations

Programme design

Based on the proposed programme of Ionian University's Lifelong Learning Centre.
Intensive preparation for B2 English certification examinations.

Structure and duration

30 hours of live online instruction with a trainer.
Indicative completion within 6–8 weeks.

Self-paced study

Additional digital material with videos, notes and quizzes.

Entry requirement

Practical B1+ proficiency and an initial diagnostic assessment.

Fast Track B2: modules & hours

Business Advisory | Financial Services | Strategic Solutions

30 hours of instruction in total

Diagnostic assessment & exam techniques 5 hours

Individual plan and time management strategies.

Language skills 19 hours

Reading & Use of English: 5 hours. Writing: 5 hours.
Speaking: 5 hours. Listening: 4 hours.

Grammar & vocabulary 4 hours

Targeted review of common language structures.

Mock Examination 2 hours

Final full mock examination under exam conditions.

Programme fees & certification

Language and professional behaviour programmes

Fast Track B2	**150 € / person**
English and B2 preparation, full programme	**300 €**
Greek as a second foreign language	**200 €**
Hospitality Behaviour & Excellence	**120 €**
Official B2 certification examinations	**220 € extra**

The programme leads to a Lifelong Learning Centre training certificate. It is not a language proficiency qualification. Official B2 examinations take place separately through an ESYD-accredited body.

Why ASTAKOS PREMIUM SERVICES?

Business Advisory | Financial Services | Strategic Solutions

Coordination throughout the journey

One partner

One central point of contact.

Organisation

A structured path through to settling in.

International outlook

Connecting Greek businesses with China.

Ongoing support

Available after arrival, too.

Transparent process

Interview and agreement on terms before the next stages.

Respect for people

The employee is a member of your team.

Our philosophy

The right person.
In the right role.
With the right support.

"Successful staffing is more than simply filling a vacant position."

The right selection, transparency, organisation, communication and support

Business Advisory | Financial Services | Strategic Solutions

ASTAKOS PREMIUM SERVICES

FROM TALENT TO OPPORTUNITY.

We connect businesses with people.
We create opportunities.
We support cooperation.

Tel.: [●] | Email: [●] | Website: [●]
Address: [●]

PEOPLE. OPPORTUNITIES. CONNECTIONS.

Services are provided/coordinated in accordance with the applicable regulatory framework.