

RECRUITMENT
PROCESS
OUTSOURCING

BUSINESS
PROCESS
OUTSOURCING

CONTINGENT
WORKFORCE
OUTSOURCING

HUMAN
RESOURCES
CONSULTING

CAREER TRANSITION
& ORGANIZATIONAL
EFFECTIVENESS

EXECUTIVE
SEARCH

THINK OUTSIDE.

convenient. comprehensive. Administrative support services from KellyOCG

BPO from KellyOCG delivers:

- Access to experienced professionals
- Fully automated processes and formalized systems and procedures
- Unbiased equipment and technology evaluations
- Employee retention and productivity programs
- Scalability for seasonal workloads

Managing vital business support activities

Standard office functions are often taken for granted. However, inefficiencies in office operations can dramatically affect productivity and quality, costing your organization valuable time and money.

Kelly Outsourcing and Consulting Group (KellyOCG) acts as your strategic partner, aligning resources, processes, and management expertise to help optimize your business results.

Our Business Process Outsourcing (BPO) practice provides customized process and operating models designed to improve efficiency and reduce costs associated with business support activities.

We deliver full-service onsite operational management for:

- Mail and reprographics
- Documents/records management
- Transaction processing
- Administrative operations
- Data entry
- Accounting (receivables/payables)
- Tape libraries



Superior service. Commitment to quality.

Our proven, world-class people and process management expertise is the foundation of our BPO Operating System. Unlike other total quality programs, the BPO Operating System focuses on results rather than the tool.

For more information on how Business Process Outsourcing from KellyOCG can assist your administrative support activities, visit kellyocg.com today.

kellyocg.com

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