



JOB CONSULTING
Data processing center



The value of expertise in action

Paola Romboli • Personnel management



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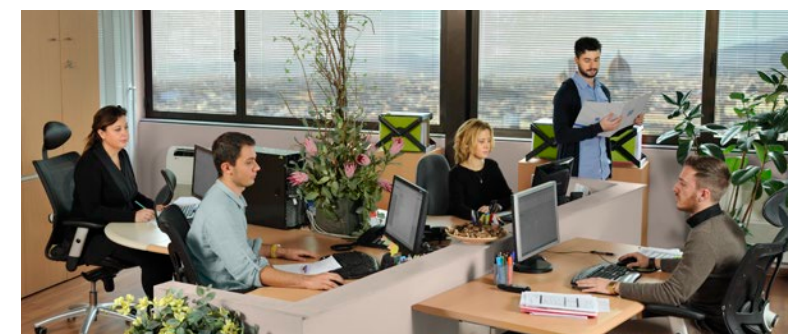
The reliability and high-quality of services complementary to Labour Consultancy, in the management of payroll processing.

Job Consulting

Job Consulting soc. coop. is a servicing company that offers personnel management and administration services to professional offices or small, medium-sized and large enterprises of every production sector that wish to outsource the payroll processing operations.

Born in 2008, the company elaborates, up to the present day, paychecks for about 150 enterprises nationwide. In 2013, the labour consultant Sandro Susini, is appointed as the company's sole manager. Thanks to his professionalism, he has been able to provide counseling and a solid and strong guidance concerning the relevant labour standards and operations, to the company's payroll processing services.

Job Consulting avails itself of the collaboration of professionals with proven experience in the Employment Consultancy field: our partners have the ability to develop custom-made solutions according to the specific customers' requirements, in the attempt to offer innovative and flexible instruments to the company's administration and personnel management.





Our services

Job Consulting offers all the services complementary to employment counseling.

- 1 **RECRUITING, DISMISSING, AND TRANSFORMATION OF EMPLOYMENT RELATIONS**
- 2 **EMPLOYMENT CONTRACTS**
- 3 **PAYROLL PROCESSING**
- 4 **SOCIAL SECURITY AND TAX PROCESSING INCLUDING TELEMATIC DATA TRANSMISSION**
- 5 **PREPARATION F24**
- 6 **SELF-ASSESSMENT INAIL**
- 7 **CERTIFICATION PREPARATIONS**
- 8 **ELABORATION OF MODEL 730**
- 9 **PREPARATION OF YEAR-END REPORTS**
(accruals, additional monthly installments/payments, Employee Severance Indemnity accrued, holidays and others.)
- 10 **PERSONNEL MANAGEMENT PROCESSING**
- 11 **INVALID COMPLAINTS**
- 12 **OTHER PROCEDURES REGARDING THE COMPLETE AND CORRECT MANAGEMENT AND ADMINISTRATION OF PERSONNEL**



**Giulia
Bogani**

Graduated as Business appraiser in 2003. Twenty- seven examinations taken for the Bachelor's degree obtainment at the Faculty of Political Sciences - Industrial Relations and Management. Employee in charge of the personnel search and selection at a Job Agency which operates in national territory of major importance. She joined the company's staff in 2008.

**Barbara
Pierpaoli**

Graduated in Accountancy in 2003. She gained expertise in Personnel Management attending professional training courses. She began her professional experience in September 2003 working at a Job Consulting Firm until 2007. She became a member of the company's staff in 2008.

**Fabiana
Zinelli**

Graduated in Economic and Banking Sciences at the University of Siena in 1999. Payroll program assistant for INAZ in the year 2000. From 2001 to 2010 she was in charge of the Personnel Administration under the supervision of the payroll processing activities from a Job Agency that employed 2000 people operating nationally. Licensed to practice as Labour Consultant in 2013.

**Marco
Pasquale**

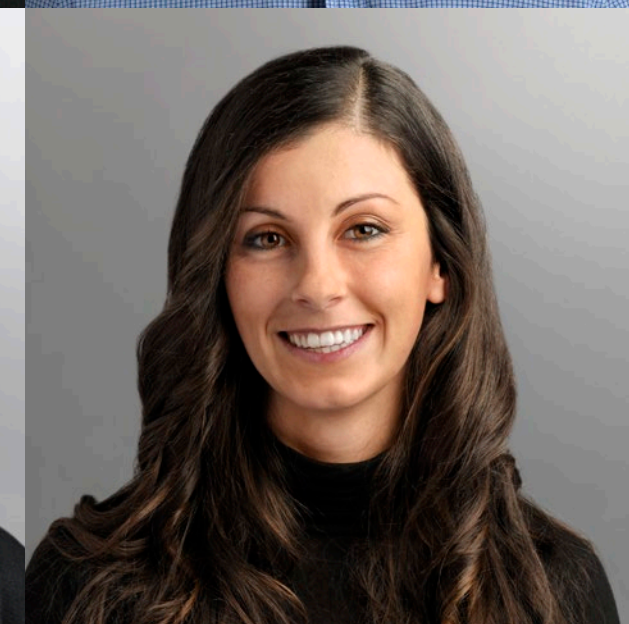
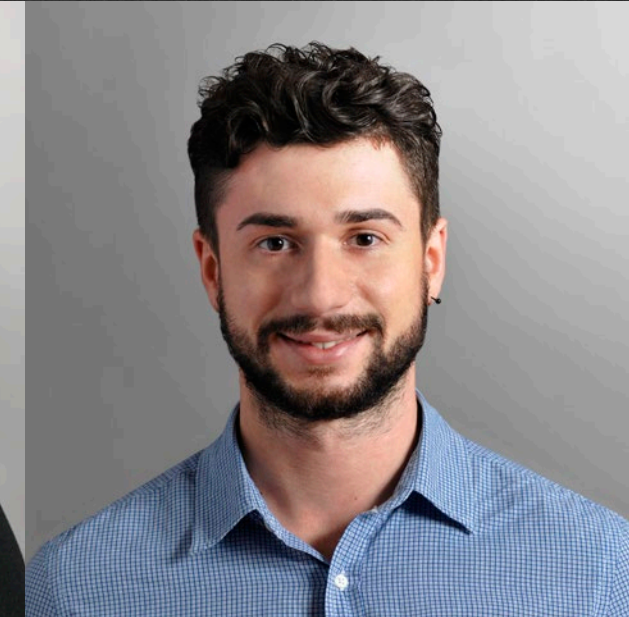
Graduated in Political Sciences at the University of Florence during the 2005/2006 academic year. From 2007 to 2014 he worked for two leading brokerage houses as a financial operator and staff trainer. He began his professional experience in the year 2010 working at an Employment Consulting Firm. Licensed to practice as Labour Consultant in 2013.

**Paola
Tomassoli**

Graduated as Tour Escort in 1986. She began her professional experience in 1989, collaborating with a service company affiliated to a well-known Accounting Firm. She has improved her skills attending professional training courses promoted by the Province. She joined the company's staff in 2014.

**Daniele
Salvatore**

Graduated in Technical Business Management in 2008. He has gained expertise in Personnel Management attending professional training courses. He began his professional experience in 2008 collaborating with an Accounting Firm. He has been a member of the company's staff since 2009.



**Elena
Fratini**

Graduated as Business Technical Expert and Foreign Language Correspondence Clerk in 2003. In the year of 2004 she obtained the European Computer Driving Licence (ECDL). She gained expertise in the field of payroll processing by attending professional training courses financed by the European Union funds and promoted by the Province. She began her professional experience in 2004 working in different Labour Consulting Firms. She has been part of the company's staff since 2008.

**Andrea
Esposito**

Bachelor's Degree in Political Sciences in 2012. Labour Consultant trainee registered at the CDL Registration Board in Prato. He began his professional experience in personnel administration and employment consultancy in the year 2012. He joined the company's staff in 2014.

**Paola
Romboli**

Architecture degree awarded in 2005 at the University of Florence. Professional qualification obtained in 2005. Post-graduate Master degree in Architectural Design. She began her professional experience in 2011 working at the CAAF Cgil of Florence. She became a member of the company's staff in 2012.

**Valentina
Zinelli**

Bachelor's degree in Economic and Banking Sciences with specialization in Economics and management of financial intermediaries. Master in "European Project" Europa Cube Innovation business School in Rome, Summer School in 2013. Internship program as manager of the Agriculture and Food Security Working Group in the European Projects Association, in Brussels in 2014. Erasmus program for Young Entrepreneurs in Euroconsulting srl in Brussels. Employment Consultant Trainee registered at the CDL Registration Board of Florence.

**Rossella
Conti**

She began her professional experience in administrative management of personnel in 1998 working with different Labour Consulting Firms. She increased her knowledge in Labour Law participating in professional training programmes from the Study Centre. She has been a member of the company's staff since 2009.

**Olga
Guidotti**

Graduated in the year 2006. She has gained expertise in the area of personnel management attending professional training courses funded by the Province of Florence and other training programmes. She became a member of the company's staff in 2007.



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