



**TREEMAK**  
**AGENCY**



## Our Mission

Be the trusted partner for businesses, providing efficient and compliant human resource services with exceptional customer service to ensure client satisfaction

## Our Vision

Empowering international workforce to reach new heights of success and prosperity, we envision a future where every individual's potential is unlocked, every organization thrives, and every community flourishes.

## Our Values

- Honesty
- Integrity
- Discipline
- Respect
- Accountability
- Communication
- Community



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## About Us

Treemak Agency was founded in the year 2017 to offer a simplified and seamless human resource function to clients internationally. With our 8 years of experience, we have continued to uphold our commitment to our clients in ensuring a hands-on approach in connecting them with the best talent in the market, essential training, on-boarding process and workforce management. At Treemak, we believe that a strong motivated workforce is the foundation of business success

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## Recruitment

We connect employers and potential employees by managing the entire recruitment cycle, from sourcing candidates to conducting interviews and presenting the best matches to the hiring manager. The recruitment process varies widely based on the employer, seniority and type of role and the industry or sector the role is in.





# Payroll Management

Payroll management is the practice of managing and monitoring the compensation that employees get for the service performed. Payroll includes salaries, bonuses, deductions, and any other relevant financial activities, and is a big part of a company's workforce management. Having accurate and effective payroll management is critical for a positive employee experience.

We ensure accurate and timely payments while adhering to relevant labor laws and regulations





# Performance Management

Helping employees perform well is a central role of line managers and people professionals. People are the greatest creators of organisational value, so effectively managing their performance is critical for success. Employees need to understand what's expected of them, and must be managed so that they are motivated, have the skills, resources and support they need to succeed, and are accountable for their work.

Contentiously evaluating and improving the performance of our employees by setting clear goals, providing regular feedback, conducting performance reviews, and identifying areas for development





## Training & Assessments

This refers to the process of evaluating an employee's current skill level and identifying knowledge gaps through assessments, then designing and delivering targeted training programs to address those gaps, ultimately improving their performance and contributing to the organization's goals.

We focus on bridging the gap between job requirements and individual capabilities through targeted training and evaluation.





## Staff Outsourcing

At Treemak Agency, we specialize in empowering both local and international businesses to thrive. We handle the complexities of hiring, workforce management, payroll, and tax remittance – so you can focus on driving growth and achieving your strategic goals.

We manage staff on behalf of our clients, allowing the company to focus on its core business operations instead of handling day-to-day HR tasks







## Insurance

Insurance is a contract between an individual or business with an insurance company to help provide financial protection and mitigate the risks associated with certain situations or events.

We assist our employees to get different types on insurance products such as life, Medical, Salary protection etc





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## The Team

**Moses Sang**

Managing Director

**James Matere**

Head of operations

**Anne Makena**

Business development manager

**Lloyd Gitari**

Finance manager

**Caroline Moi**

Human resource manager





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## Our Clients





## **Get In Touch**

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