



# LATINO FREELANCE

Staffing Solutions. New Approach To Recruiting We are remote.  
Employing Talent From Latin America Compliantly.



**Latino Freelance** is a professional Human Resources company with proven hands-on experience with 40 years of experience in Latin America and in the international market. We specialize in providing customized services and finding the right talent from Latin America to meet the strategic planning of our clients. We understand the importance of meeting and / or exceeding your expectations by delivering services on time, high quality and cost effective.



## Top reasons to get a **Virtual Assistant** From Latin America



### Save Money

Virtual Assistant saves you money big time and let's you focus on other more important tasks worth your time.



### Save Time

Virtual Assistant can save 1 productive day per week. You could that time growing your bussines even more.



### Work and Life Balance

Using services of a Virtual Assistant will help you keep a healthy balance in your work and personal life, leading to a great work experience.



# can help you with



## Online Research

Our Virtual Assistants can get you up and running with online research so you can focus on other things.



## Email Management

Managing client email is hectic and is often hurdle in getting the daily job. Our Virtual Assistants are experts.



## Marketing & Advertising

Every bussines needs Marketing and Advertising. Online Latinos can be the perfect solution.



## Website Design

Every successful bussines is backed up by their online presence and a website with a good design. Online Latinos can help with your website.



## Social Media

Friends, likes, followers, posts, comments, pokersm tweets, pins, where has my time gone? We will take our time to help you get back more of yours!



## Calls and Appointments

Online Latinos can help streamline the appointments by providing VAs that are expert in handling phone calls, inquiries and appointments.




¿Looking for a Virtual Assistant or Freelancer from Latin America?

Hire the best professional talent with




**Latino Virtual** is a Virtual Assistant and Freelancer Recruiting, Staffing and Outsourcing Agency with Talent from Central, South and North America

More than 1.000 professional and qualified Virtual Assistants and Freelancers available in our data base!

 Costa Rica, El Salvador, Honduras, Nicaragua, Guatemala

 México, Colombia, Ecuador, Panamá, Perú

 Bolivia, Paraguay, Chile, República Dominicana, Puerto Rico, Venezuela

 Argentina y Uruguay



# Latino Freelance Pre Selection and Hiring Methodology

## STEP 1 HIRE LATINO FREELANCE

The client sends us a request and the details of the job description, location, salary range, experience. LatinoFreelance sends a proposal. The client confirms the approval to hire a part-time or full-time talent from LatinoFreelance.com.

## STEP 2 JOB PROFILE

Our Recruiting Executive holds a meeting with your company to define the detailed job requirements and candidates job description to initiate our search. We can help build the job description.

## STEP 3 POTENTIAL CANDIDATES

Pre -screening of resumes to identify potential candidates from our Database with more than 850.000 resumes in Latin America.

## STEP 4 EVALUATION PROCESS

Assessment and evaluation Process to identify more suitable candidates to measure behavioral factors, personal and work environment (DISC & DIAV) .

## STEP 5 INTERVIEWS

Skills and conduct Based Interview questions from our recruiting team.

## STEP 6 BACK GROUND CHECKS

Background checks to the candidates.

## STEP 7 FINAL CANDIDATES

The most qualified candidates are presented for client's evaluation and consideration. The client makes the final selection of the individuals and offer of employment. We introduce three or more qualified candidates for the final interviews as needed to hire the best candidate.

## STEP 8 HIRE THE IDEAL CANDIDATE

The client selects the ideal candidate.

## Benefits to choose Latino Freelance

### Time Record

OnlineLatinos commits to introduce candidates to a final interview with your company in the period of 6(six) to 20 (twenty) days starting on the approval of the proposal or confirmed by our client, Job Description and the initial payment.

### Warranty

This service is guaranteed and includes replacements in the period of the contract with no additional cost.

### Costs/Price

Flat Fees: Pay Per Hour. NO Additional Costs.

Entry Level No experience or less than 1 year experience level U\$ 8 per hour

Junior 1 - 3 years experience **U\$ 10 per hour**

Middle Senior Intermediate level 3 - 6 years experience **U\$ 15 per hour**

Senior Level Advanced level 6 - 10 years experience **U\$ 20 per hour**

Expert Specialist Level More than 10 years experience **U\$ 25 + per hour.**

# Latino Freelance Services Professional Talent From Latin America

## Book Keeping

We can handle all your book keeping tasks to keep you focused on other tasks

## Email Assistant

Our Virtual Assistants are specially trained to handle email assistance requests.

## Appointments

Never worry about how to handle appointments. Our Virtual Assistant will do this for you.

## Project Management

Whether the project is small or of large scale our VA can help you get started in no time!

## Website Development

Looking to add a virtual resource to your in house team of web developers? Look no further.

## Graphic Designer

Streamline your designing tasks and get them done quickly with the help of your own Virtual Assistant.

## Customer Support

Too busy in handling customer support requests? Hire one of our Virtual assistants to handle your support request.

## Social Media Marketing

Want to have your social presence but cant start because of busy schedule? Your solution is to have a VA from Online Latinos.

## Copyrighting

Want to start your own blog or have some beautiful content written for your brand? Copyright VA at Online Latinos are the best.

# Three Step Hiring Process

## 1. Tell Us About The Skill Required

It is important to identify the skills you are looking in your virtual assistant. This will help us shortlist the best candidates for your business. We understand that every business is unique and have unique requirements.

Therefore its important to layout the requirements that you want for your company. Essentially we want the following information from your side:

- Education of your Virtual Assistant.
- Working Hours.
- Number of Hours required per week.
- Time Zone.
- Preferred Communication Language.
- Level of English Language.

## 2. Interview Your Shortlist Candidates

Once you have described the qualities you are looking for in your Virtual Assistant, our team here at Online Latinos starts its procedure of finding a perfect match for you. The team members here understand that your time is important so we ensure that we only short list those candidates which are best match for your requirements.

Our team carry out following steps for shortlisting the candidates for your Virtual Assistant:

- Approach all the candidates which are the best match for your requirements.
- The interested candidates are passed through a process for screening.
- Timezone comfort ability is checked.
- Forward the list of candidates to you.
- You pick and choose which candidate you want to interview.
- Carry out a short video interview at the time of your choice.



### 3. Finalize The Hiring Process

After the process of shortlisting and interview, you are now good to go. You will have the access to your very own Virtual Assistant. In case you have any questions or inquiries you can always contact Online Latinos.

We will provide you the following tools and reports about the performance of your Virtual Assistant on Weekly basis.

- Time Tracker of your Virtual Assistant.
- Daily Progress Report.
- Sign-in/Signout time.
- Tasks handled per day.
- Weekly hours worked.

# Pricing Plans

## Startup Plan

\$800/month

80 hours / Month

20 hours / Week

4 hours / Day

1 Virtual Assistant

\$10 per Hour

Available Mon-Fri

9am-5pm

## Small Business

\$1.140/month

120 hours / Month

30 hours / Week

6 hours / Day

1 Virtual Assistant

\$ 9.5 Per Hour

Available Mon-Fri

9am-5pm

## Team Business

\$1.440/month

160 hours / Month

40 hours / Week

8 hours / Day

1 Virtual Assistant

\$ 9 Per Hour

Available Mon-Fri 9

am-5pm

## Pay Per Each Recruitment Process Fee 100% First Month Salary

- Best Option for Small or Startups. Also for a Strategic Executive Search for a Company
- Fee: 100 % of the first month salary for each recruitment process.
- Payment: 30 % in advance to start the Recruiting Process and the remaining 70 % at the end of the hiring process.
- Guarantee: 3 months. Replacement at no additional cost.
- Available Monday-Friday 8am-5pm

## Monthly Subscription Receive A Discount On Each Recruitment U\$500/month Annual Contract

- Best option for companies with several hirings per month.
- Receive a discount on each Hiring. Special Fee: 75 % of the first month salary for each recruiting process.
- Payment: • It is not required a advance payment to start the recruiting process.
- Guarantee: 3 months. Replacement at no additional cost.
- **FREE IN ALL PROCESSES:** Consulting to define with Exclusive DISC JOB PROFILE Methodology and achieve a MATCH with the ideal candidate with the DISC test. We use the DISC COMPARE tool to compare and evaluate Candidates Assessment.
- Talent Advisor
- Available Monday - Saturday 8am-5pm

## Monthly Subscription Receive A Discount On Each Recruitment u\$997/month Annual Contract

- Best Option for companies with high volume of hirings per month • Receive a discount per Hiring. Free: 50 % of the first month salary per recruiting process.
- Payment • It is not required a advance payment to start the recruiting process.
- Guarantee: 3 months. Replacement at no additional cost.
- FREE IN ALL PROCESSES: Consulting to define with Exclusive DISC JOB PROFILE Methodology and achieve a MATCH with the ideal candidate with the DISC test. We use the DISC COMPARE tool to compare and evaluate Candidates Assessment.
- Talent Advisor • Available Monday - Sunday 8am-5pm

## Dedicated Recruiting Talent Advisor Startups And Small Business U\$1,497/month Annual Contract

- We Take Care of Payment and Administrative and Legal Process
- An Exclusive Recruiting Expert for your Company for 12 hours per week and 48 hours per month. Managed by us.
- Recruitment Processes for TWO (2) Position per Month.
- Consulting to define with Exclusive DISC JOB PROFILE Methodology and achieve a MATCH with the ideal candidate with the DISC test. We use the DISC COMPARE tool to compare and evaluate Candidates Assessment.
- Special FEE of U\$ 27 per hour of our Talent Advisor for recruiting, tests, assistance, job postings, resume select.
- Replacement at no additional cost.
- Available Monday-Friday 8am-5pm

## Dedicated Recruiting Talent Advisor To Your Business U\$2,897/month Annual Contract

- We take Care of Payment and Administrative and Legal Process.
- An Exclusive Recruiting Expert for your Company for 24 hours per week and 96 hours per month. Managed by us.
- Recruitment Processes for FOUR (4) Position per Month.
- Consulting to define with Exclusive DISC JOB PROFILE Methodology and achieve a MATCH with the ideal candidate with the DISC test. We use the DISC COMPARE tool to compare and evaluate Candidates Assessment.
- Special FEE of U\$ 25 per hour of our Talent Advisor for recruiting, tests, assistance, job postings, resume select.
- Replacement at no Additional cost
- Available Monday-Saturday 8am-5pm

## Full-Time Dedicated Recruiting Talent Advisor To Your Business U\$4,997/month Annual Contract

- We Take Care of Payment and Administrative and Legal Process
- An Exclusive Recruiting Expert for your Company for 48 hours per week and 192 hours per month. Managed by us.
- Recruitment Processes for FIVE (5) Position per Month.
- Consulting to define with Exclusive DISC JOB PROFILE Methodology and achieve a MATCH with the ideal candidate with the DISC test. We use the DISC COMPARE tool to compare and evaluate Candidates Assessment.
- Special FEE of U\$ 23 per hour of our Talent Advisor for recruiting, tests, assistance, job postings, resume select.
- Replacement at no additional cost.
- Available Monday-Sunday 8am-5pm





Get in touch  
with us!

E-Mail

[info@latinofreelance.com](mailto:info@latinofreelance.com)  
[jobs@latinofreelance.com](mailto:jobs@latinofreelance.com)

Working Days

Mon - Fri 9:00am - 7:00pm

Saturday 9:00am - 3:00pm

Sunday Closed

