

# Managed Workforce Services

## Increase Workforce Flexibility to Drive Performance



Maintaining a high-performance workforce is the basis for long-term success and competitiveness for any business. Enterprises must overcome the challenge of attracting and retaining talent with the skills that can deliver the desired business outcomes while containing workforce costs. Finding, recruiting, retaining and managing the best talent with specialized skills has always been a priority for organizations, as well as taxing given the time and resources needed for employee onboarding, ongoing training and the daily supervision of staff.

To meet this challenge, enterprises are considering options that will enable them to maintain productivity and reliably deliver anticipated business results. Canon Business Process Services (Canon) helps organizations meet the talent and business flexibility challenges while reducing the burden of daily staff management. It is a managed service that offers a single point of contact, onsite management, performance measurement and complete recordkeeping.

Canon managed workforce services comprises not only managing the people and the work we do but also ensuring the quality. While the agencies typically fill open positions, Canon brings in the management

and talent, trains the staff and establishes the performance measurement so that the business achieves desired results. We are a true business partner that ensures the flexibility needed during business spikes. Canon makes certain the right people are in the right positions to provide maximum results.

Canon acts as the agency of record for the employees and meets the regulatory requirements including the Affordable Care Act (ACA). In addition, the employee health care coverage is both competitive and comprehensive.

We provide the staff for light industrial environments as well as office and administrative support.

### LIGHT INDUSTRIAL

In light industrial environments, filling positions that require technical knowledge and experience can be time consuming and put a strain on limited internal resources. Canon partners with business leaders to understand their objectives and then does the hiring, onboarding and ongoing training to maintain staffing levels and deliver results. Canon provides training and development for all levels of staff to keep up with cutting-edge industry developments and workplace skills.

There is also ongoing training in safety. Canon understands the importance of safety and it is a top priority. We follow and impart strict safety guidelines while ensuring that employees can perform the physical tasks necessary to complete their work.

### BENEFITS

- + **Quality Work:** Canon understands the client's business and anticipates needs.
- + **Cost Control:** Overtime controls, advance planning, and optimized processes ensure budgets are contained.
- + **Canon Flexibility:** Canon can scale up and down quickly according to business objectives.
- + **Responsiveness:** Adding specialty workforce services to an existing agreement may be beneficial with available talent from Canon.
- + **High Productivity:** Canon cross-trains and can tap resources from our bench, which means worker output can be high from day one.
- + **Risk Avoidance:** Canon helps mitigate risk through training, staff management and background checks.

To speak with a Canon Business Process Services account manager, call 1-888-623-2668.

Canon finds reliable workers to fill key positions including:

- + Staffing assembly and fabrication lines to ensure productivity levels are met
- + Managing machine operators with specialized skills
- + Conducting production testing and quality control
- + Managing material handling and warehouse operations
- + Staffing a range of other industrial-related activities as needed

In addition, Canon delivers managed assembly services for a range of manufacturing industries, including (but not limited to) automotive, manufacturing and consumer goods.

#### OFFICE AND ADMINISTRATIVE

Daily administrative functions are important but not the core competency of most organizations. Canon manages office and administrative professionals to provide a new level of visibility into performance, productivity and overall costs. These services include but are not limited to:

- + Executive administrative support services
- + Process improvement analysts who diagnose and improve operations
- + Expense management analysts who audit and recover overpayments
- + General office services such as A/V, scheduling and catering
- + Staffing reception areas with professionals who will create a strong first impression



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1-888-623-2668

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#### Advancing Business Performance to a Higher Level

Canon Business Process Services, a wholly owned subsidiary of Canon U.S.A., offers managed services and technology for information and document management, business process outsourcing and specialty workforce services. We help clients improve operational performance while reducing cost and risk. Canon Business Process Services has been named a Global Outsourcing 100 Leader by IAOP for the past eleven years and recognized in the Gartner Magic Quadrant for Managed Print and Content Services for five consecutive years. We have also been acknowledged by CIOReview magazine as a "20 Most Promising Legal Technology Solution Provider." Learn more at [cbps.canon.com](http://cbps.canon.com) and follow us on Twitter @CanonBPO

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