



Witlon Inc. is an Administrative Services Organization providing payroll management, human resource implementation, recruiting and staffing, product representation, and construction and maintenance project management. We support multiple industries including scientific, energy and medical. We provide customized solutions for our owners, engineers and contractors.

Our principals offer consulting services and field expertise spanning more than 30 years of experience providing compliance management, skilled craftsmen and professional contractors on multiple projects.

Witlon's objective is to help our clients grow their business and execute operations by managing their W2 compliance processing, benefits implementation, staff recruiting, construction services, and industrial equipment procurement.

Our processes and procedures are proven to be accurate and dependable, and our consultants are field experts that go above and beyond to manage projects and administration on time and on budget by providing real world experience to lay the foundation for future success.

## Payroll Management

Witlon will manage the process from time sheet entry and/or invoice collection to direct deposit so you can focus and perform the functions that are needed to execute your core business.

- Payroll and tax administration
- Workers compensation
- Unemployment and liability insurance
- Employee healthcare benefits
- Employee retirement plan administration
- Secured cash pickup and transportation



## Recruiting and Staffing

Witlon recruits and provides experienced, certified and talented personnel for full time and project work.

- Payroll solutions
- Project management and controls
  - P6 and MS Project planners and schedulers
  - Estimators
- Construction Engineering
- QA/QC managers and inspectors
- HSE site officers
- Technical advisors
- Skilled craftsmen

## Human Resource Implementation

Witlon provides full service human resource and support services to ensure our clients are compliant while maximizing their investment in their personnel.

- Custom HR compliance programs
- Recruiting and hiring optimization
- Training and standard operating procedures
- Culture and team building
- Leadership development



## Construction and Maintenance Support Services and Project Controls

Witlon principals bring a rich history and deep experience in heavy industrial projects. With the belief that experienced management, safety procedures and project controls help ensure a successful project, we have cultivated lasting relationships with all levels of construction professionals from general superintendents to seasoned construction managers, and everything in between.

- Knowledgeable and qualified personnel
- Access to hundreds of key professionals across multiple industries
- Top talent to projects in a timely manner



## Product Representation

Utilizing our nationwide contacts in the energy and industrial industries, Witlon can get your products to the companies who need them. We provide quality representation of new equipment as well as solutions for operation and maintenance problems for power plants, refineries and the scientific and industrial industries.

## Marketing

We can help you make the most of your business by taking the guess work out of marketing. Our system for communication and planning has been designed to ensure maximum efficiency for your marketing dollars.

- Social media set up and management
- Website design
- Marketing communications - press releases and email campaigns
- Brochures, flyers and newsletters
- Contact management
- Lead generation
- Event planning and management





**WITLON**

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