



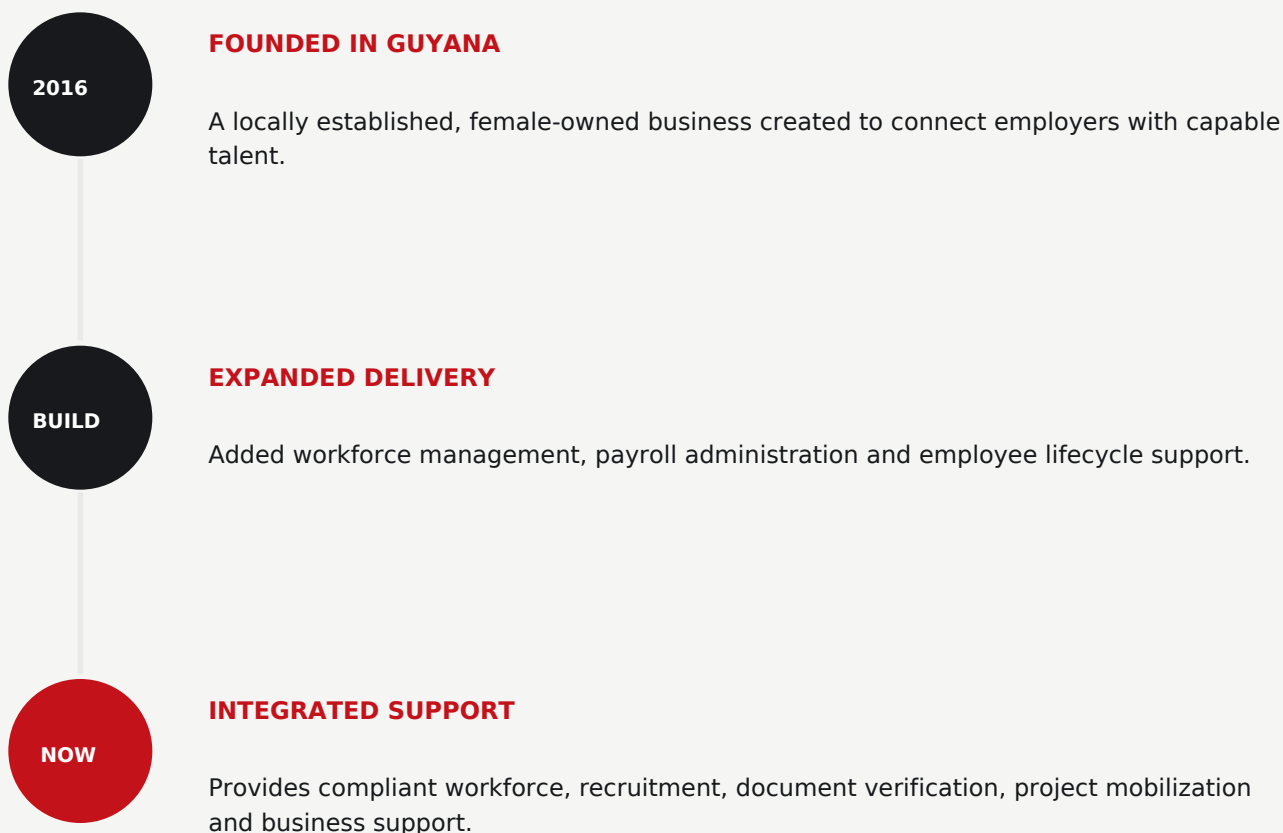
REGIONAL CORPORATE PROFILE

Workforce solutions. Built for business continuity.

A Guyana-founded, woman-owned workforce operations company supporting energy and project-based employers across local and selected regional markets.

From staffing provider to regional workforce operations partner

Founded in 2016, Sure Gig Inc. has grown from a recruitment-focused business into a multi-service workforce partner serving clients in Guyana through a delivery model designed for selected regional markets.



Local understanding. Regional capability.

A Guyana-founded, woman-owned workforce operations company combining local employment expertise with regional coordination for energy and project-driven industries.

2016

FOUNDED

10

YEARS OF GROWTH

100%

GUYANESE-OWNED

WOMAN

LED

Sure Gig Group connects established Guyana delivery with group presence in Suriname and Panama and compliant partner-led expansion into additional markets.

LOCAL CONTENT CERTIFIED

HSSE-FOCUSED

CLIENT-CENTRIC

Built to make workforce delivery simpler, safer and more reliable

OUR MISSION

To deliver practical, compliant and people-centred workforce solutions that help energy and project-based organizations operate efficiently across local and regional markets.

OUR VISION

To become a trusted workforce operations partner for the energy and industrial sectors across the Caribbean and Latin America.

INTEGRITY

We do what we commit to do.

PEOPLE

We respect workers and clients.

ACCOUNTABILITY

We own the outcome.

COMPLIANCE

We protect the operation.

AGILITY

We respond and adapt.

EXCELLENCE

We improve continuously.

Workforce support across local and regional markets

01

EMPLOYER OF RECORD & WORKFORCE MANAGEMENT

Contracting, onboarding, employee records, statutory administration, performance and separation support.

02

PAYROLL ADMINISTRATION

Payroll processing coordination, approved adjustments, payslips, statutory deductions and management reporting.

03

RECRUITMENT & STAFFING

Permanent, temporary, contract and project recruitment supported by screening and candidate coordination.

04

COMPLIANCE & DOCUMENT VERIFICATION

Credential and document checks, worker files, expiry monitoring and compliance reporting.

05

MOBILIZATION & EMPLOYEE SUPPORT

Pre-employment readiness, site or project onboarding, benefits coordination and workforce communication.

06

OPERATIONAL & MARKET-ENTRY SUPPORT

Country-entry coordination and locally informed support for organizations establishing or scaling regional operations.

Employer of Record & workforce management



01

PLAN

Role scope, workforce requirements and employment framework

02

ONBOARD

Contracts, records, statutory setup and employee orientation

03

MANAGE

Payroll inputs, attendance, benefits, communication and case support

04

REPORT

Workforce records, exceptions, compliance status and agreed metrics

05

TRANSITION

Contract renewal, reassignment, offboarding and separation support

Designed for organizations that need compliant local employment administration without building every internal function from day one.

Recruitment built around fit, readiness and retention

We support individual hires, project ramp-ups and ongoing talent pipelines across technical, corporate and operational functions.

TECHNICAL

Engineers • technicians • HSE/HSSE • skilled trades

CORPORATE

Finance • HR • procurement • administration

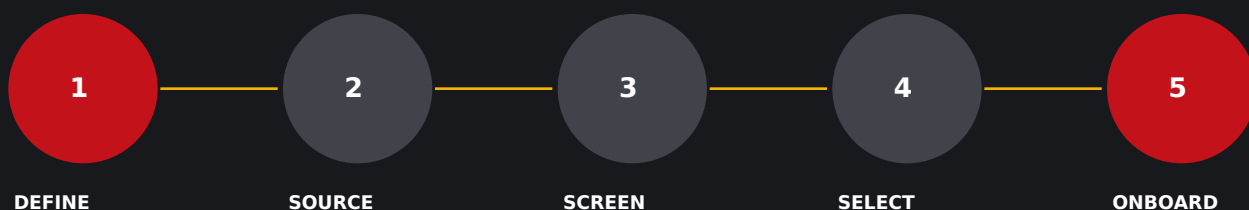
OPERATIONS

Logistics • coordinators • supervisors • field support

PROJECT

Contract teams • temporary resources • surge staffing

OUR APPROACH



Payroll, compliance and document assurance

Strong workforce delivery depends on accurate inputs, defined approvals, traceable records and timely statutory administration.

PAYROLL CONTROLS	COMPLIANCE SUPPORT	MANAGEMENT VISIBILITY
● Approved payroll inputs ● Pay changes and deductions ● Overtime and allowance validation ● Payslip coordination ● Payroll summaries and exceptions	● NIS and PAYE administration ● Employment records ● Labour-law aligned processes ● Document and credential checks ● Expiry and renewal monitoring	● Workforce registers ● Payroll variance review ● Compliance status reports ● Issue escalation ● Audit-ready documentation

Scope, responsibilities and reporting cadence are agreed with each client to match its operating model and approval controls.

ACCURACY	TRACEABILITY	TIMELINESS	CONFIDENTIALITY
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Support shaped by operational realities



Our experience spans fast-moving, regulated and project-driven environments where workforce readiness directly affects delivery.

OIL & GAS

Project and operational workforce support

MARITIME

Crew and shore-side coordination support

LOGISTICS

Operational and administrative talent

CONSTRUCTION

Technical, HSE and site resources

PROFESSIONAL SERVICES

Corporate and shared-service roles

PUBLIC SECTOR

Structured administrative support

A delivery partner that understands both people and operations

01

LOCAL KNOWLEDGE

A practical understanding of Guyana's workforce, employment context and operating environment.

02

COMPLIANCE MINDSET

Processes designed around responsible employment administration and reliable records.

03

RESPONSIVE DELIVERY

Accessible decision-makers, clear escalation and solutions shaped to the client's reality.

04

PEOPLE-CENTRED

Respectful employee engagement supports stronger retention, communication and performance.

05

SCALABLE SUPPORT

Services can support a single critical hire, a project team or an expanding workforce.

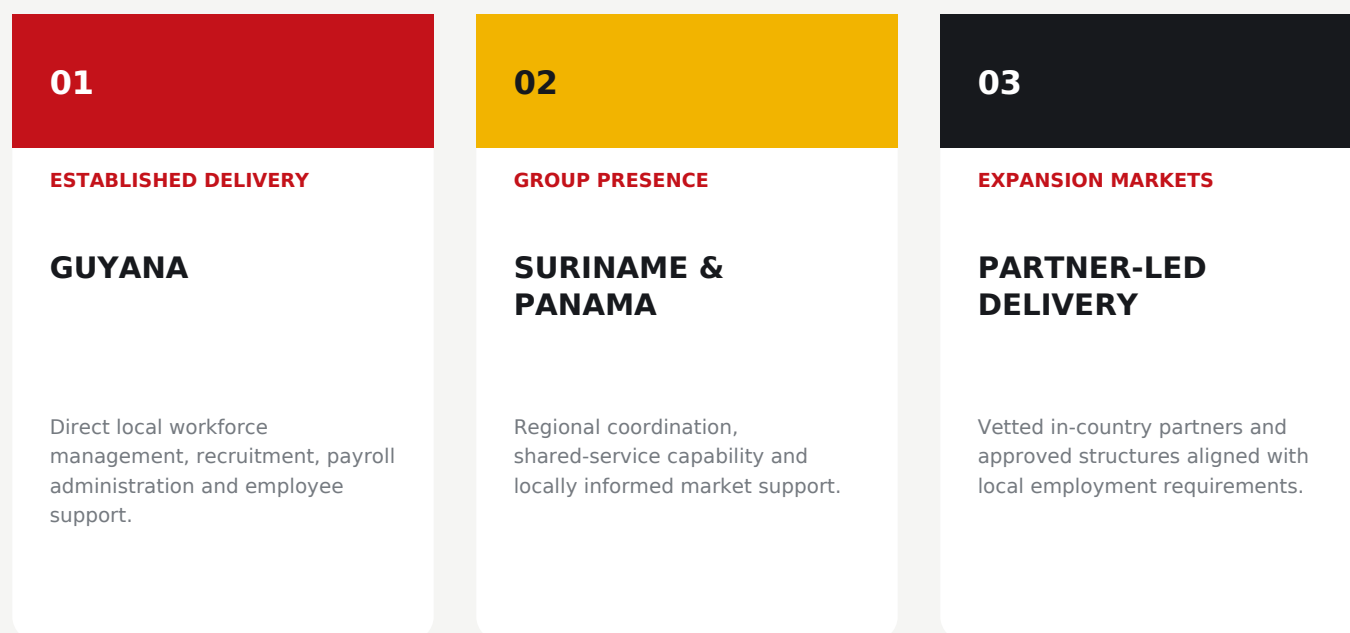
06

REGIONAL MODEL

Group presence in Guyana, Suriname and Panama, with compliant partner-led expansion into additional markets.

A scalable model for country-specific workforce operations

Sure Gig expands through established group operations and compliant in-country partnerships, with every market assessed before service launch.



COUNTRY READINESS GATE

Before launch, each market is assessed for employment law, payroll, tax, immigration, HSSE, data protection and client reporting requirements.

A clear path from need to delivery

Every engagement is scoped to define responsibilities, controls, timelines and measures of success.

1

DISCOVER

Understand the requirement, risk profile and operating environment.

2

DESIGN

Agree the solution, scope, approvals, service levels and reporting.

3

MOBILIZE

Prepare people, documents, systems, communication and launch activities.

4

DELIVER

Manage the agreed service with structured oversight and escalation.

5

IMPROVE

Review performance, resolve gaps and refine the service as needs change.

The result: clearer accountability, lower administrative burden and a workforce better supported to perform.



LET'S BUILD THE RIGHT

workforce solution for your operation.

Speak with Sure Gig Inc. about workforce management, staffing, payroll administration, compliance or operational support across Guyana and selected regional markets.

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