

HR & BUSINESS SUPPORT — LONDON

## Your Business, *Expertly Supported*

HOI Business Solutions provides expert HR consultancy, recruitment support, and business administration services to small and growing businesses across the UK, remotely and affordably.

[BOOK A FREE CONSULTATION](#)

[OUR SERVICES](#)

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10+

YEARS COMBINED EXPERIENCE

100%

REMOTE & FLEXIBLE

SME

SPECIALIST FOCUS

MA

HRM QUALIFIED

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*"We take care of your people operations so you can focus on growing your business — without the cost of a full-time HR department."*



ABOUT HOI BUSINESS SOLUTIONS

Expert HR Support,

# *Without the Overhead*

HOI Business Solutions was founded to give small and growing businesses access to professional HR, recruitment and administrative support — without the cost of hiring full-time staff.

Based in London and serving businesses remotely across the UK, we bring genuine expertise backed by a Master's in Human Resource Management, hands-on recruitment experience, and a strong background in business management and administration.

## WORK WITH US

## WHAT WE OFFER

### Our *Services*

Tailored support packages for businesses that need professional HR and admin expertise without the full-time commitment.



## HR Consultancy

Employment contracts, staff handbooks, HR policies, onboarding processes and day-to-day HR support for your team.

From £35/hour or monthly retainer



## Recruitment Support

Job description writing, candidate sourcing, CV screening, interview coordination and hiring process management.

From £500 per project



## Virtual Office Manager

Full back-office support — managing operations, documentation, processes and administration remotely for your business.

Monthly retainer packages available



## HR Compliance

Ensuring your business stays compliant with UK employment law, GDPR requirements and workplace regulations.

Audit & ongoing support packages



## Policy & Documentation

Professionally written HR policies, employment contracts, disciplinary procedures and staff handbooks tailored to your business.

From £300 per document package



## Business Administration

General administrative support, data management, scheduling, correspondence and operational tasks handled remotely.

From £25/hour

WHY CHOOSE US

## The *HOI* Difference

We are not a large faceless agency. We are a dedicated consultancy that treats every client's business as if it were our own.

01

### Qualified & Experienced

Master's level HR qualification combined with real-world recruitment, business management and administration experience.

02

### Affordable for Small Businesses

Get the expertise of a senior HR professional at a fraction of the cost of hiring in-house. Flexible packages to suit your budget.

03

### 100% Remote & Flexible

We work around your schedule. No office visits needed — everything handled professionally and efficiently online.

04

### Dedicated Personal Service

You speak directly with your consultant — not a call centre. We build long-term relationships with every client we work with.

GET IN TOUCH

Let's *Talk*

Book a free 30-minute consultation call and let's discuss how HOI Business Solutions can support your business. No obligation, no pressure.



EMAIL US



CALL OR WHATSAPP



LOCATION

SEND US A MESSAGE

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HOI Business Solutions

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London, UK