Case Study

Building a High-Performing Offshore Project Team in Malaysia

Singapore Edition

FastLaneRecruit Building Teams, **Powering** Growth

Contents

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About FastLane

Fastlane Group, established in 2013, began as an innovative accountancy and advisory firm specializing in supporting SMEs, entrepreneurs, startups, high-growth companies, and businesses expanding globally. With a commitment to combining technology and expertise, we have consistently delivered best-in-class services, ensuring our clients in Hong Kong meet their financial and compliance needs, allowing them to focus on their core business objectives.

As the business landscape evolves, so have we. Recognizing the growing demand for flexible and cost-effective talent solutions, we have established FastLaneRecruit to assist clients with recruitment and building remote teams in Southeast Asia. This expansion allows our clients to access high-quality talent while benefiting from our comprehensive support in HR advisory, payroll administration, and compliance, helping them scale their businesses efficiently and confidently in a competitive environment.

Our Purpose

At FastLaneRecruit, our purpose is to empower businesses to achieve their full potential by delivering innovative and reliable recruitment and Employer of Record (EOR) solutions. We are dedicated to assisting our clients in building and managing remote teams in Southeast Asia, providing access to a diverse talent pool while ensuring seamless HR, payroll, and compliance management. Through our expertise and advanced technology, we strive to be the trusted partner that enables businesses to scale efficiently, reduce costs and focus on their strategic growth.

Our Mission

Our mission is to empower businesses to grow and thrive by providing innovative, reliable, and cost-effective recruitment and Employer of Record (EOR) solutions. We are committed to helping our clients navigate the complexities of talent acquisition and management, ensuring that they can build and scale their teams with confidence, efficiency, and compliance. Through our expertise and dedication, we aim to be the trusted partner for companies seeking to expand their capabilities and achieve long-term success in a competitive global market.

Our Principles

- **Client-Centric Focus**: Tailored solutions to address client-specific challenges.
- **Integrity and Transparency**: Uphold the highest standards in all interactions.
- **Innovation and Excellence**: Continuous improvement and adoption of the latest technology.
- **Collaborative Partnership**: Foster strong partnerships both within our team and with clients.
- **Responsiveness and Agility**: Adapt quickly to the evolving needs of clients and the market.

Our Values

- **Commitment to Quality**: Deliver high-quality services that exceed client expectations.
- **Respect and Integrity**: Treat everyone with respect and act with honesty.
- **Innovation**: Continuously seek innovative solutions.
- **Customer Focus**: Prioritize client needs and provide tailored solutions.
- **Collaboration**: Value teamwork and collaboration to achieve common goals.
- **Responsiveness**: Ensure timely and effective solutions.
- **Excellence**: Pursue excellence in all aspects of our work.

Get in Touch

For more information or to contact FastLane Group on Company Formation, please email:

enquiry@fastlanerecruit.com

Disclaimer

Information provided by our recruitment agency is general and without guarantees. Employers are responsible for their own assessments and due diligence when hiring. Our agency is not liable for any actions taken based on this information.

Building Offshore Project Team in Malaysia For Singapore Companies

Companies in Singapore are facing a dynamic set of challenges, including rising workforce costs, increased competition for skilled talent, and growing pressure to scale operations without compromising service quality.

Traditional outsourcing approaches often fall short as they typically lack the seamless integration, managerial oversight, and consistency that modern project-driven organisations require. While outsourcing was once the go-to model, forward-thinking businesses are now turning to more strategic and integrated workforce solutions. The focus has shifted to dedicated offshore project teams that mirror internal operations, not just temporary contract hires.

This transformation is driving the rising interest in building offshore teams in strategically located and cost-effective talent hubs like Malaysia.

At **FastLaneRecruit**, we offer a smarter, future-focused approach. We assist Singapore-based firms in establishing high-performing offshore project teams in Malaysia that operate as a true extension of their business, without the need to set up a local legal entity.

Our end-to-end offshore staffing solution follows three essential stages:

Stage 1: Build the Right Team
We source and recruit project professionals whose expertise, values, and work ethic align with your company's culture and project delivery standards.

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Stage 2: Set Up a Functional Workspace

We ensure your offshore project team has access to a modern, compliant, and fully equipped workspace that supports effective collaboration and productivity.

Stage 3: Equip and Enable Your Team

We provide essential project tools, onboarding, and continuous support to empower your offshore team to contribute value from day one.

By partnering with us, Singapore companies can accelerate their growth trajectory, increase delivery efficiency, and realise substantial cost savings while upholding the high service standards their clients demand.

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1. Stage 1: Build the Right Team

1.1 Talent Sourcing

To build a high-performing offshore **project team** for Singapore companies, we begin with a detailed consultation to fully understand your operational goals, project workflows, and team structure. We identify the critical roles required to support your project delivery lifecycle from entry-level project coordinators and analysts to experienced project managers and program leads who can bridge internal strategy with external execution.

We then tap into our well-established recruitment network across Malaysia, strengthened by long-standing industry connections and vetted talent pipelines. Every candidate goes through a meticulous screening process to ensure they meet the technical competencies, communication standards, and cultural alignment expected by Singapore-based project teams.

1.1.1 Essential Roles for a High-Performing Project Team

1. Project Coordinator (0-2 years)

Project Coordinators play a vital role in supporting project teams administratively by managing schedules, tracking deliverables, and assisting with reporting tasks. They prepare meeting agendas, follow up on action points, and facilitate communication between Singapore-based project leads and offshore team members. These positions are often outsourced to lower costs while boosting day-to-day operational support.

2. Project Executive (1-3 years)

Project Executives contribute to smooth project execution by handling documentation, tracking resources, and coordinating stakeholders. They monitor task progress across departments such as technology, marketing, and operations. Offshore Project Executives typically integrate with regional teams and work closely with Singapore headquarters to ensure projects meet deadlines, deliverables, and quality standards.

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3. Project Analyst / PMO Analyst (3-5 years)

Project Analysts or PMO Analysts help enforce project governance and enable data-driven decisions. Their responsibilities include creating dashboards, monitoring KPIs, analysing budgets, and ensuring adherence to project methodologies like Agile, Scrum, or Waterfall. Offshore PMO roles are crucial for Singapore companies operating regionally, requiring consistent reporting and compliance across multiple locations.

4. Project Manager (5-8 years)

Project Managers oversee entire project lifecycles, including planning, execution, stakeholder engagement, and team management. They collaborate closely with internal and external teams to ensure projects align with strategic business objectives. For Singapore companies, offshore Project Managers provide cost-effective oversight while meeting local compliance, quality, and delivery requirements.

5. Program Manager / Delivery Manager (8-12+ years)

Program Managers lead multiple projects or large-scale transformation initiatives. They handle program budgets, coordinate cross-border teams, and offer leadership across various departments. Offshore Program Managers supporting Singapore organisations often have deep experience managing APAC-wide initiatives, mitigating risks at scale, and aligning offshore delivery with overall business strategies.

1.1.2 Key Evaluation Criteria We Look For When Hiring Project Team Members for Singapore Companies

For Singapore companies setting up an offshore **project team** in Malaysia, success hinges on selecting professionals who can deliver high-quality results, collaborate effectively across borders, and thrive in fast-paced, detail-driven project environments. Below are the core evaluation criteria we use when sourcing top-tier project talent for Singapore-based operations:

Relevant Experience in Project Delivery for Singapore-Based Teams

Singapore firms seek project professionals who are structured, agile, and outcome-focused. Ideal candidates bring experience supporting or managing regional projects, including:

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- Coordinating timelines, task progress, and project meetings across teams based in Singapore and Malaysia.
- Preparing reports, dashboards, and project documentation in line with corporate standards and stakeholder expectations.
- Assisting with procurement, compliance tracking, or internal approvals related to project execution.
- Familiarity with regional project documentation such as scopes of work, RACI charts, project plans, and governance frameworks aligned with Singaporean business processes.

Strong English Communication (Bonus Bahasa Malaysia or Mandarin Skills)

Clear and professional communication is vital to support stakeholders across Singapore's multicultural project landscape. Preferred candidates demonstrate:

- Excellent command of written and spoken English to manage stakeholder updates, project reporting, and team communications.
- A polished, business-appropriate tone aligned with Singapore's professional communication style.
- Additional fluency in Bahasa Malaysia or Mandarin is a bonus, particularly when coordinating with bilingual team members or supporting Southeast Asia projects.
- High attention to detail in documentation, meeting notes, and written correspondence to ensure accuracy and professionalism.

Understanding of Singapore's Project Culture and Work Expectations

Singapore project teams operate with high expectations around precision, efficiency, and accountability. Ideal candidates should possess:

- Awareness of Singapore's business norms, including punctuality, structured workflows, and a strong sense of responsibility.
- Respect for confidentiality and data protection, especially when working on sensitive project-related information under PDPA guidelines.
- The ability to manage pressure during critical project phases, such as go-lives, audits, or compliance submissions.
- Independence in handling assigned tasks while maintaining quality, deadlines, and alignment with project goals.

Tech Proficiency and Familiarity with Project Tools

As Singapore companies often lead digital-first projects, offshore team members are expected to be proficient with:

- Microsoft Office tools (Excel for tracking, PowerPoint for reporting, Outlook for communication and scheduling).
- Cloud-based project environments like Google Workspace, Microsoft Teams, and Zoom for team coordination.
- File-sharing platforms like SharePoint, OneDrive, or Dropbox for organising deliverables and version control.
- Digital project management platforms such as Jira, Asana, Monday.com, or Trello for task tracking, status updates, and stakeholder visibility.

Reliability, Proactiveness, and Ownership

Members of an offshore project team must be self-sufficient, disciplined, and focused on results. We prioritise candidates who exhibit:

- Strong time management skills across different time zones with timely communication and task execution.
- A proactive mindset that is able to anticipate project risks, clarify dependencies, and offer solutions before issues escalate.
- A consistent track record of meeting deadlines, maintaining confidentiality, and escalating project blockers appropriately.
- Positive references and employment history that show cultural compatibility and long-term performance commitment.

Experience with Remote Work and Cross-Border Collaboration

With many Singapore firms operating in hybrid or regional setups, project professionals should be experienced in:

- Collaborating remotely while upholding service quality and responsiveness without needing on-site supervision.
- Maintaining well-documented progress updates and clear communication for visibility across project stakeholders.
- Using collaboration and task-tracking tools like Confluence, ClickUp, or Smartsheet to stay aligned with distributed teams.
- Demonstrating high levels of discipline, accountability, and clarity when supporting Singapore-based project leads and business units.

1.2 Employer of Record (EOR) Services

Once we've identified and selected the right talent, we onboard them through FastLaneRecruit's local <u>Employer of Record (EOR)</u> framework. This model offers a fully compliant hiring solution, allowing Singapore companies to engage top talent in Malaysia without needing to set up a legal entity.

Under this arrangement, FastLaneRecruit becomes the official legal employer of your offshore project team in Malaysia. While we take care of all local employment responsibilities, your Singapore company retains full control over daily operations, performance oversight, and workflow integration to match your internal business standards.

Here's how our EOR model supports you:

Operational Control
You determine the job roles, select your preferred candidates, and manage their daily tasks according to your Singapore-specific business needs and internal protocols.

Local Compliance
We issue employment contracts that comply with Malaysian labour laws, register employees with statutory bodies (EPF, SOCSO, EIS), and ensure smooth, compliant onboarding processes.

Payroll & HR
We manage end-to-end payroll—including payslip issuance, statutory contributions, and leave tracking so you're free from navigating complex local employment rules.

HR Support
As the official employer, FastLaneRecruit provides ongoing HR support, handles employee relations, and ensures full compliance with Malaysia's employment regulations.

Risk Management
Our EOR model removes the need for your company to establish a Malaysian legal entity, significantly reducing legal exposure and administrative risk.

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This approach is ideal for Singapore companies seeking a cost-effective and compliant way to scale operations. With FastLaneRecruit, you can quickly deploy a capable offshore project team, stay focused on delivering exceptional client service, and leave the backend HR and compliance to us.

1.3 Payroll & Compliance Management

At FastLaneRecruit, we take care of every aspect of payroll and employment compliance for your offshore project team in Malaysia to ensure all processes are accurate, timely, and aligned with legal and HR best practices.

Our end-to-end service covers compensation administration, including statutory deductions, tax submissions, and meticulous HR record maintenance. This ensures your company's compliance, builds employee trust, and guarantees on-time, transparent salary disbursements.

1.3.1 Key Components and How We Execute Them

We begin with precise monthly payroll processing, calculating gross salary, applicable deductions, and net pay. Leveraging secure payroll platforms, we include bonuses, allowances, and overtime based on Malaysia's labour laws. Each payroll cycle undergoes thorough validation to maintain consistency and accuracy.

We manage all statutory contributions, including:

- **EPF (Employees Provident Fund):** Malaysia's retirement savings scheme, similar to Singapore's CPF, requires both employer and employee contributions.
- **SOCSO (Social Security Organisation):** Covers work-related injuries, illnesses, and invalidity benefits.
- **EIS (Employment Insurance System):** Offers financial support to unemployed individuals, comparable to Singapore's job support schemes.
- **Income Tax (PCB):** Malaysia's monthly tax deduction system, with accurate submissions made to the Inland Revenue Board (LHDN).

In addition, we issue clear and detailed monthly payslips outlining total earnings, statutory deductions, and net salary to ensure full transparency for your team.

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We also track all leave types, annual, medical, and statutory, to comply with the <u>Malaysian Employment Act 1955</u> and provide real-time reporting for employees and management.

At year-end, we prepare and file **EA Forms**, Malaysia's equivalent of Singapore's **Form IR8A** or Hong Kong's **IR56B**, to ensure seamless regulatory reporting and compliance.

Why This Matters for Your Company
For Singapore businesses managing offshore teams in Malaysia, strict adherence to local employment laws is essential. Robust payroll and compliance practices:

- Protect your company from legal liabilities, fines, or reputational risks
- Foster confidence and retention among your Malaysian-based staff
- Ensure your offshore operations reflect the same high standards as your Singapore headquarters

By entrusting payroll and HR compliance to FastLaneRecruit, your Singapore company can remain focused on strategic priorities, knowing your offshore team is fully compliant, well-managed, and supported with professional care.

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2. Stage 2: Set Up the Workspace

2.1 Workspace Sourcing & Office Setup

For Singapore companies expanding their operations offshore to Malaysia, establishing the right working environment is critical to team productivity and satisfaction. At FastLaneRecruit, we provide end-to-end support in sourcing and setting up workspaces that reflect your company's operational standards and values.

We start with a thorough assessment of your workspace needs, taking into account team size, preferred working arrangements (such as hybrid or fully in-office), and any specific requirements, like private zones for confidential work, collaborative meeting areas, or secure IT infrastructure for sensitive information.

Leveraging our deep knowledge of the local market, we conduct comparative research and present tailored workspace options to help your Singapore business select the most suitable solution for your offshore project team:

- **Coworking Spaces:** Ideal for smaller teams or companies testing offshore expansion. These flexible environments offer high-speed internet, meeting facilities, reception services, and opportunities for collaboration. They combine affordability with a dynamic team atmosphere, which is perfect for lean, agile operations.

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- **Private Office Suites:** A great option for companies seeking a secure and branded workspace without the burden of managing a standalone lease. These suites offer exclusive access, greater privacy, and a professional environment, balancing flexibility with control.
- **Self-Rented Offices:** Best suited for larger teams or businesses with long-term plans in Malaysia. This option offers full control over layout, branding, and infrastructure. It's ideal for companies focused on data security, confidentiality, and a tailored operational setup.

To assist with decision-making, we deliver a detailed comparison report outlining:

- **Location Advantages:** Proximity to transit, client hubs, and business amenities
- **Cost Efficiency:** Lease structure, deposit requirements, and long-term value
- **Security & Privacy:** Essential for handling sensitive business data
- **Scalability:** Whether the space can grow with your team

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2.2 Virtual Tours and Site Assessments

We arrange virtual walkthroughs and on-site inspections, giving your Singapore team direct visibility into each workspace's layout, amenities, and security setup. This allows you to make confident, well-informed decisions without needing to travel.

2.3 Local Negotiation and Lease Management

Once your ideal workspace is selected, FastLaneRecruit acts on your behalf to manage lease negotiations. We secure the best rental terms, negotiate shared facility access, and ensure flexible lease conditions that support your operational strategy. Our deep familiarity with Malaysia's commercial property market helps you avoid hidden fees and build a workspace that supports your offshore team effectively.

2.4 Why Workspace Setup Matters

Setting up a functional, well-equipped workspace does more than provide desks and internet; it lays the groundwork for your offshore team to thrive. Here's why it's essential:

- **Attracting and Retaining Talent:** A comfortable, well-located office helps attract top admin talent and boosts retention by showing your commitment to employee well-being.
- **Scalable Growth:** Whether you choose a coworking space, private office, or self-rented facility, the right setup supports seamless team expansion and operational agility.
- **Operational Continuity:** A dependable workspace with fast internet, secure IT systems, and strong infrastructure ensures uninterrupted collaboration with your Singapore HQ. It also supports business continuity and data protection.
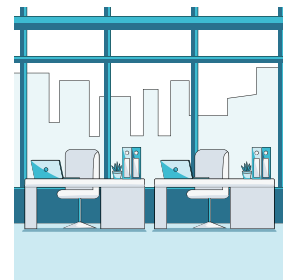
2.5 Our End-to-End Support

FastLaneRecruit handles every aspect of workspace setup in Malaysia so your Singapore operations can scale smoothly and stay focused on core priorities. Our workspace support includes:

- **Local Market Knowledge & Location Scouting:** We identify office locations that offer convenience, accessibility, and business proximity for your offshore team.
- **Virtual & Physical Tours:** We organise both online previews and in-person site visits so you can evaluate your options thoroughly.
- **Lease Negotiation & Contract Assistance:** Acting as your representative, we secure favourable lease terms aligned with your budget and long-term needs.
- **Workspace Setup & Compliance:** From furniture and internet setup to IT security and workspace readiness, we ensure your offshore office is fully equipped and compliant from day one.

3. Stage 3: Equip Your Team

For Singapore companies expanding into Malaysia, equipping your offshore team with the right technology and infrastructure is essential to ensure smooth operations and consistent service delivery. At FastLaneRecruit, we provide full support to make sure your team is operational and integrated from day one, functioning as a direct extension of your Singapore business.

3.1 IT & Equipment Provisioning

We start by sourcing and setting up IT hardware that supports your administrative workflows. Our focus is on providing reliable technology that enables daily performance, encourages team collaboration, and maintains data protection and compliance.

This includes:

- **Laptops and Monitors:** Devices are selected to efficiently run enterprise tools for tasks like scheduling, reporting, CRM management, and communication. We prioritise fast, dependable systems built for multitasking in dynamic business environments.

- **Headsets, Docking Stations, and Ergonomic Accessories:** These are provided to ensure professional-grade communication and a comfortable workspace for prolonged screen time and virtual collaboration.

- **Printers and Scanners:** For teams managing physical paperwork such as HR documentation, contracts, or compliance files, we ensure seamless hardware integration for hybrid digital-paper workflows.

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Our local IT team handles all equipment configuration, user account setup, software installation, and security patching so your offshore team is fully operational and aligned with your internal systems from the outset.

3.2 Software Installation & Pre-Onboarding Setup

Before your offshore project team officially begins, we complete all software installations and system setup. This ensures a secure, integrated digital workspace that mirrors your Singapore operations and protects company data.

Our software preparation includes:

- **Business Productivity Tools:** We install essential platforms like Microsoft 365, Google Workspace, or CRMs such as HubSpot and Zoho. Each system is tailored to match your team's communication, collaboration, and reporting workflows.
- **Secure Document Management:** Cloud storage systems (e.g., Google Drive, Dropbox, OneDrive) are configured with access controls and folder structures in line with your internal documentation policies to facilitate secure and organised file handling.
- **Communication & Collaboration Tools:** Platforms like Microsoft Teams, Zoom, and Slack are fully set up with calendar integrations, user profiles, and audio/video testing to ensure effective daily coordination across borders.
- **VPN Access & Cybersecurity Protocols:** We establish secure VPN access and implement role-based access controls, encryption, and compliance-aligned security measures, which are essential for protecting sensitive data and meeting Singapore's regulatory expectations.

We ensure every element is tested and functioning so your offshore team can get started without delays, fully equipped to deliver integrated, compliant support from day one.

3.3 Local IT Support

A high-functioning team also requires dependable IT support to maintain operational stability. FastLaneRecruit provides continuous local IT assistance tailored to your offshore team's technical needs.

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Our support includes:

- **Technical Troubleshooting & Device Maintenance:** Fast response to hardware and software issues to minimise downtime, whether it's system malfunctions or software glitches, our IT experts ensure quick resolution.
- **Ongoing Software & System Updates:** We routinely maintain all installed systems, including admin tools and communication platforms, to enhance performance and security.
- **Network Security & VPN Monitoring:** Continuous oversight of data security and encrypted VPN connections, ensuring all team members operate within safe, compliant digital environments.
- **Hardware Refresh & Upgrades:** We manage regular updates and replacements of devices, so your offshore team remains equipped with up-to-date and high-performing technology that supports ongoing efficiency.

This proactive, on-the-ground IT support gives your Malaysian team the technical stability they need to consistently meet performance and compliance standards.

3.4 Why This Matters

For Singapore companies, having a secure and robust IT infrastructure offshore is key to maintaining service quality, client trust, and regulatory compliance. FastLaneRecruit ensures your Malaysian project team is equipped with dependable tools, seamless system integration, and responsive support allowing them to deliver the same high-quality outcomes your Singapore office is known for.

4. Outcome & Results

What We Offer	How It Helps You
Comprehensive project support talent	From entry-level support staff to senior managers, handpicked to suit your firm's culture and operational needs.
Significant cost efficiency	Cut hiring costs by up to 60% compared to Singapore-based roles, improving overall profitability.
Quick team deployment	Your offshore project team can be hired, onboarded, and fully operational within just 30 days.
Full compliance & HR management	We manage all payroll, taxes, and employment obligations—no need for your firm to set up a Malaysian entity.
Flexible workspace and IT infrastructure	Office and IT solutions tailored to your workflows, collaboration style, and technology requirements.

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5. Bringing It All Together: Your Offshore Team, Fully Supported

At FastLaneRecruit, we understand that building a high-performing offshore executive project team in Malaysia is more than just hiring staff. It's about creating a fully compliant, secure, and smoothly integrated extension of your Singapore firm's operations.

Here's how we make that happen:
- **Stage 1: Build the Right Team**
- We source and recruit admin professionals across all seniority levels, ensuring they not only meet technical requirements but also align with your team's culture and preferred workflows.

- **Stage 2: Set Up a Functional Workspace**
- From identifying the right office location to designing a setup that reflects your brand and functional needs, we handle the full process and deliver professionalism while optimising costs.

- **Stage 3: Equip and Enable Your Team**
- We provide enterprise-grade IT systems, essential software tools, and round-the-clock local IT support to ensure your offshore team is ready to work in sync with your Singapore office from day one.

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6. Start with a Complimentary Discovery Call

To explore how our three-stage process can be adapted to your firm's strategic goals, we offer a free discovery call. This is your opportunity to discuss current challenges and learn how our offshore solutions can deliver real, measurable impact.

We also welcome you to visit Malaysia to:

- **Meet the FastLaneRecruit team**, your trusted partner in building and managing offshore teams.
- **Tour shortlisted office spaces** to experience the work environment your team would operate in.
- **Review our infrastructure and operational workflows**, ensuring they meet your high service standards.
- **See our IT support team in action**, demonstrating how we maintain data security, reliable connectivity, and smooth system performance.

Contact us today to schedule your discovery call and take the first step toward building a smarter, cost-efficient offshore project team with FastLaneRecruit.

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Please drop us an email at enquiry@fastlanerecruit.com

Give us a call on (+852) 3956 3112 or (+603) 2779 4963

Book an appointment and swing by our offices for a chat and coffee.

Scan our QR code to visit our website, alternatively visit us on **fastlanerecruit.com**

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