

Business Administration

We provide full business administration services and office support to our clients through our virtual office services. Keep the focus on your entrepreneurial efforts and leave the office work to us. We provide receptionist and secretarial services and full office administration specific to your area of business. We provide these services on a virtual office basis and can therefore take care of all of your business needs from our office facilities. Our services are ideal for a startup business owner who does not have a physical office space or a small to mid sized company that would like to outsource some administrative work without taking on the increased expenses of salaries, NIB contributions or insurance benefits.

We provide the following administrative tasks and so much more:

Secretarial Services

- o Handle incoming e-mail, faxes and post
- o Produce documents, reports and presentations
- o Organize and maintain diaries and make appointments
- o Carryout background research and present findings
- o Type documents

Receptionist Services

- o Answer company incoming calls

Office Support Services

- o Provision of telephone and fax numbers
- o Manage junior office staff
- o Use of office facilities (work station, conference room)

Data Management

- o Manage and review filing and office system
- o Creation and maintenance of files



corporate
concierge