



OTHER BUSINESS ADMINISTRATION & OPERATIONS SUPPORT SERVICES WE OFFER

OPERATIONAL

- Managing day-to-day client / customer communication and queries.
- Onboarding new associates / employees and managing processes.
- Helping to draft company policies and procedures.
- Setting up and maintaining online filing systems - e.g. Dropbox.
- Supporting with company meeting and board papers (inc. agendas etc).
- Setting up and managing new company systems processes.
- Setting up surveys and feedback forms – including sending links and generating QR codes.
- Project support.

ADMINISTRATIVE

- Audio transcription services.
- Data entry services.
- Market research support.
- Presentation support – Creating, amending and updating.
- Proof reading
- Designing brochures, documents and flyers (using Canva).
- Other document creation and preparation (including first drafts for review, editing, formatting and proof reading).

How can this service help you?

Whether it is implementing and managing new systems or assisting with managing day-to-day client and customer communications, we are here to help you with all of your general business operational needs. We can even even set up surveys and feedback forms to gather valuable insights from your team and clients.

We also offer more corporate services such as helping to prepare confidential board papers and agendas.