

How can we help?

General Administration

- Handling Enquiries
- Scheduling and Managing Appointments
- Preparing Quotes, Presentations, Proposals
- Data Entry & E-Filing
- Taking Minutes and Distributing Internal Communications
- Monitor & Coordinate Suppliers
- Complete Documentation & Consignments
- Update Policies & Office Documents as Required

Accounts

- Load Invoicing, Tracking & Following up Payments Input
- Preparing Disbursements
- Updating Accounts Payable
- End of Month Closes & Reports
- Maintaining Budgets
- Debt Control & Credit Checking

Compliance

- Health & Safety Registers/Reports
- Identity Verification & AML
- Compliance Auditing
- Risk Assessment
- Document & E-Filing

Sales & Marketing

- Prepare Documents
- Manage your Social Media
- Sales Admin & Support
- Quoting & Follow up
- Manage General Enquiries