

## **Administrative Services**



## **Office Management**

### **Paperless Office**

- Document Scanning -Save time, by allowing our staff to help you move towards a paperless office for a clean, easy filing system.

### **Shared Calendaring**

- Our staff can schedule appointments for you according to your criteria on an online shared calendar. Let us maximize your time by filling or managing your schedule as needed. (Can be included in your Receptionist Package)

### **Assigned Tasks**

- Send tasks through our work requests on any administrative or office manager level and we will complete them before your deadline. Any type of tasks like mailing packages, stuffing envelopes, calling clients, making a brochure, email marketing and much more.

