Comprehensive Administrative Support:
Services and Tasks at a Glance

Administrative Assistant

- Calendar Management
- Inbox & Email Management
- Document Preparation
- Data Entry & File Organization
- Travel & Meeting Coordination
- Client Follow-Ups
- Scheduling & Reminders
- Vendor Coordination

Executive Assistant

- Executive Calendar Oversight
- Priority Email Management
- Reports & Presentations
- Document Handling
- Board & Meeting Prep
- Travel Coordination
- Executive Meeting Minutes
- High-Level Vendor Management

Human Resources Assistant

- Job Posting Support
- Resume Screening
- Interview Scheduling
- Onboarding Coordination
- Offboarding Support
- Employee Records Management
- Time Tracking & PTO
- Policy & Compliance Support

Bookkeeping Assistant

- Invoicing
- Accounts Payable & Receivable
- Expense Tracking
- Bank Reconciliation
- Financial Data Entry
- Monthly Financial Reports
- Payroll Support
- Budget Monitoring