

INTRAWORK

BUSINESS SERVICES

Business Administration



OUTSOURCED ADMIN

Do administrative tasks take up an excessive amount of your time and resources?

Do you want to conserve resources, money, and time?

Do you ever find yourself saying, "I just want someone else to manage my admin"?

The IntraWork is ready to support you in getting organised, on track, and succeeding.

To provide a clear, efficient, and dependable outsourced administration solution, we'll take over the management of your company's administrative functions.

You can be sure that your company's data, intellectual property, and personal information are handled confidentially and securely as we operate with utmost integrity.

WHAT DO WE DO?

Whether it's online or on-site, a little bit of support or a lot, we have got you covered.

You can scale up or down how much time you require, meaning we will support your administrative function, when and how you need.

Services that can be provided:

- Email monitoring
- Delegation
- Filing (physical filing, on-site only)
- Printing and copying (on-site only)
- Reminder set-up
- Calendar bookings
- Letter writing
- Ordering office supplies
- Travel arrangements
- Basic IT updating and coordination

THE PROCESS IS SIMPLE

We provide as much or as little support as you need.

01

Identify your business' requirements

02

Purchase your hours and agree to T&C's

03

Our team will reach out for task delegation

04

Your dedicated admin will complete tasks

05

Have confidence knowing your admin is done for you

WHAT ARE THE BENEFITS?

- Access to administrative specialists when you need it, and not when you don't
- More cost effective than hiring internal resources
- Focus on business, not your administration
- No hidden costs



FAQ'S

I/W

How do I use this service?

That's easy! Once you have purchased your time online, we will reach out to you and get the work done.

How long can I use the service for?

Our services are provided to you for as much or a little as you need it. If you need more time, you can either purchase again online or you can book and pay through us.

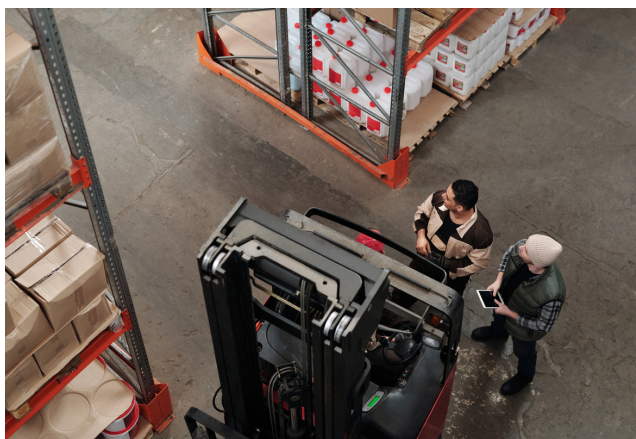
Can I use this service on an ongoing basis?

If you would need more support on an ongoing basis, we can set up a bespoke subscription that caters for your specific requirements.

Are there any restrictions to the service?

Services that fall under the category of customer service are not included. These include, but are not limited to:

- Answering calls
- Providing services to customers on behalf of the business
- Face-to-face customer service (on-site services)
- Talking to customers about your business or the good/services it provides



"MOVE FORWARD. GOOD THINGS ARE UP AHEAD."

