



BUSINESS & ADMIN SUPPORT

Execution Power for Business and Administration



EXECUTIVE SUPPORT

- Inbox management
- Calendar scheduling
- Meeting coordination
- Travel bookings
- Brand consistency



WORKFLOW & OPERATIONS ADMIN

- CRM updates
- Document formatting
- Quote preparation
- Process documentation
- Internal coordination



CUSTOMER & DATA SUPPORT

- Customer enquiries
- Data entry
- Reporting updates
- Task tracking
- Admin follow-ups

THE PROBLEM

- 🗑️ Inbox overloaded.
- 🗑️ Quotes not followed up.
- 🗑️ Tasks slipping.
- 🗑️ CEO doing everything.
- 🗑️ Growth blocked.

HOW IT WORKS

DISCOVERY

We identify the bottlenecks, map the tasks, and confirm turnaround expectations.



RECRUITMENT

We recruit and shortlist within 30 days. You interview and approve the final candidate.



ONBOARDING

We handle contracts, HR, payroll, IT setup, and structured onboarding.



DELIVERY

Work delivered via Teams, Planner, and SharePoint with Australian oversight.