

Business extra

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Jeannette Skelton.
PHOTO: DARRYN SMITH

ADMIN on Call is a new professional administration and office support service to help businesses maintain efficiency and profitability without paying for unnecessary and costly overheads.

Businesses cannot always afford to put on extra personnel or to train someone to take the load off staff.

Consider the advantages if they could call on an experienced hands-on office administrator that they do not have to put on the payroll or provide super, sick leave or holidays with leave loading, and who does not need a desk or internet connectivity and is on call 24 hours a day, seven

days a week.

They can save themselves the trouble of finding the right person when Jeannette Skelton can assist with their business needs, whether a one-off job or a regular assignment.

As Admin on Call, she operates from a fully equipped office to provide a complete range of services that include (but are not limited to) word processing, data entry, website design, development and maintenance, PowerPoint, MYOB and mail-outs.

She invoices the employer for the job, not the hourly rate; they ring up, describe the type of work and she gives them a quotation. Jeannette works as

needed.

When there is a deadline to be met, she works at it until the job is finished, on time.

Being locally based, Jeannette can meet initially with employers. Thereafter, it is all online and location is immaterial.

She has worked for many years across many different types of industry sectors.

Having worked for CEOs, chairmen and managing directors, Jeannette maintains efficiency, accuracy, attention to detail and strict confidentiality.

Contact Jeannette on 5470 2561 or 0412 177 207, or visit her website at adminoncall.com.au.

It's a great Option

OPTIONS Eyecare extends an open invitation to Noosa residents to attend an exclusive showing of designer eyewear and sunglasses on Thursday, May 24, 6-8pm at Options Eyecare in the Noosaville Homemaker Centre on Gibson Rd.

Guests will be invited to try on frames and sunglasses for ladies and men from the collections of Tom Ford Eyewear, lafont Paris and John Galliano Eyewear, and will be eligible for a 20% discount on all frames and sunglasses purchased on the night.

Guests will be welcomed with drinks and nibbles, and given a bag of goodies to take home.

Phone 5473 0008 with enquiries.

Cartwrights welcomes Barber

THE partners of Cartwrights Lawyers are pleased to announce the addition of Ray Barber to the firm as a full-time consultant solicitor.

"We are thrilled with Ray's decision to join our firm," said partner Craig Griffin.

"Ray has extensive experience providing professional legal advice to the Coolool community and his appointment reflects our firm's ongoing commitment to strengthen our capabilities in our main practice areas throughout the Sunshine Coast."

Ray has been working in the Coolool area for almost 30 years.

His major practice areas include commercial and property law, with particular interest in leasing, commercial and residential conveyancing, retirement villages and the sale and purchase of businesses.

Ray is experienced in negotiating and preparing



THE TEAM: Craig Griffin, Ray Barber, Mark Ostwald and Bob Cartwright of Cartwrights Lawyers.

PHOTO: CONTRIBUTED

leases and providing advice to landlords and tenants as to their rights and obligations as owners and occupants.

He has considerable expertise in the acquisition and disposal of businesses, as well as residential, commercial, industrial and retail properties.

Ray acts for a large number of property developers, with his experience extending to complicated land subdivisions, community titling and

development applications.

Ray will be working closely with Janet Lenke in the firm's busy commercial practice.

Together with partners Mark Ostwald and Craig Griffin, accredited specialists in their respective fields of succession law and family law, Ray is proud to contribute to the firm's wide range of services on offer to the Sunshine Coast community.

Associate solicitors Clare Cartwright and Anna Richardson provide advice in the areas of commercial law, criminal law, dispute resolution and succession law.

Together Anna and Clare are pleased to represent the second generation of lawyers in Noosa Heads.

Their fathers, Michael Richardson and Bob Cartwright, were the original founders of the firm in 1974. Bob continues his role as a consultant solicitor.

Go to cartwrightslawyers.com.au or phone 5447 3122.

Easy ways to keep costs down

REDUCING direct costs can dramatically increase the profit on each sale, and eliminating unnecessary business overheads can have an immediate pleasing impact on your bottom line.

Identify the steps you can take to minimise your direct costs, such as negotiating lower prices with your suppliers, reviewing processes and systems to minimise wastage, and implementing additional security to reduce the chance of theft.

Most businesses tend to stick to the same supplier year after year, so this is an area well worth exploring. Costs that could be put out to tender in your business include insurance, power, telephones and internet.

Introducing systematic procedures and methods will

BANK ON IT
with Wayne Hoens



help reduce costs. Good systems will help you minimise errors, and reduce time and money. The time invested in creating systems is usually minimal compared with that spent solving a problem from scratch.

Where appropriate, turn decisions into policies to avoid having to make the same decision again or sort out the same issues.

Learn from mistakes and problem areas, and if systems go wrong, fix them. It's a good idea to review your systems periodically to see where

improvements can be made.

Focusing management awareness on profitability can have a dramatic impact. Even if cash flow is your top priority, this should not be at the expense of profitability.

Make sure all your employees are aware of the importance of profitability. The most commonly used key performance indicators are actual sales against forecasts, costs against budgets, gross margin and staff costs. Get help from your accountant to ensure you're monitoring the right indicators for your business.

Monitor and measure employee performance and productivity, and reward productive employees by linking pay to effectiveness. It's important to praise and thank staff when it's due, and

provide a clear career path so they can grow and don't see their prospects as limited.

Set up systems that encourage the communication of best practice in your business. Benchmarking different parts of the business against each other can be a useful way of sharing best practice. Also improve communications with your customers and suppliers – they can offer useful tips and advice.

If you have any questions about any form of your business or finances, please phone me on 5440 5289 or email wayne.hoens@bendigobank.com.au.

Wayne Hoens is the manager of the Tewantin Community Bank branch of Bendigo Bank, located at 105 Poinciana Ave.

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