

24Seven Support

Business Administration Services

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Let us help your business by:

- Temporarily filling in for your holidaying or sick staff
- Providing extra hands during busy periods
- Assisting you with your projects or urgent deadlines
- Clearing your backlog of filing and paperwork
- Organising your workspace and de-cluttering your office

Our Services

Fees from \$35 per hour

Our services include, but are not limited to:

- Filing
- Computer file management; scanning and uploading documents (electronic filing)
- Email management
- Mail merges and mail outs
- Data entry
- Word processing and document formatting, editing and collating
- Creating document, email and form templates
- Creating/maintaining spreadsheets/databases
- Customer and contact management
- Bank reconciliations
- Purchasing and invoicing
- Accounts payable and receivable
- Research

*Contact us now on (08) 7324 2502
to discuss how we can help you.*

Welcome

When you run a business, it's easy to let seemingly trivial matters such as filing and record keeping slide (you know what I'm talking about!), but if you want to run a successful business and provide your customers with the best possible product or service, it's vital that you're efficient and organised. At *24Seven Support*, our passion is helping businesses and individuals to be productive and profitable - it's what we're good at and we love it!

In addition to our general administrative services, such as word processing, data entry and research, *24Seven Support* has the expertise you need to help you take control of your workload, clear your workspace of overflowing paperwork or just help you get organised.

By outsourcing your administrative tasks to us, you can free yourself to concentrate on your core business, without the extra costs associated with employing permanent or temporary staff. With *24Seven Support*, you will have a highly professional on-call resource, delivering a prompt, flexible and positive service for your administrative and business support needs.

24Seven Support will cater to your individual requirements and we can work from your office or ours, as we provide both on-site and virtual services. Whether you need someone for a few hours a week, a few days a month, or for a one-off project, we are available at your convenience - 24/7 - with no long term commitment required.

Let us help your business prosper by taking care of your time consuming administrative tasks for you. You'll wish you had called us sooner!

About 24Seven Support

24Seven Support is owned and operated by Nicole Nolan and is located in Adelaide, South Australia.

Nicole has a diverse work history with over twenty years of experience in business and finance administration. She has a Bachelor of Arts degree, a Certificate in Accounting, has studied post-graduate level business subjects and is currently undertaking a Certificate IV in Business Administration.

Whatever you need, whenever you need it, wherever you are - your business is our business