

we bring your **BUSINESS**  
closer to the **WORLD**



## **Next Office Pty Ltd**

4th level Security Bank Building,  
228 Ortigas Avenue Greenhills  
San Juan, Philippines 1502

Ph: (+617) 46029012

Email: [sales@nextoffice.com.au](mailto:sales@nextoffice.com.au)

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## Next Office

**NEXT OFFICE is an offshore outsourcing company that has been in the business since 2009. We have been one with every business owners in continuously taking to our advantage the benefits of the new information technology age to get closer to every individual across the globe. We want to give our Australian clients insurmountable outsourced services which will aid them in achieving their professional goals. Our commitment is to create a collaborative environment with our clients, with the role of a business partner who works with you and not just for you. We ensure that the staffing solutions we provide are professional, reliable, and economical, without you having to give up quality.**



### Our happy clients

Next Office allows small and medium enterprises to compete with larger companies with cost-effective solutions. Instead of our clients spending too much on wage costs of their employees, Next Office does provide staff solutions to serve their needs 24/7. We hire staff according to your needs; and your staff member will work purely for your company. It is your responsibility to instruct them with their daily task and manage their workload.



### Our hardworking staff

Next Office provides them the best working condition with an above standard compensation package. We also provide training and special access to professional development opportunities.

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## Why US

In an economic point of view, small SMEs definitely create jobs in Australia. And this is what Next Office does, unlike other outsourcing firms. Small and medium enterprises cannot compete with large corporations such as Telstra, Optus, Bonds since these small ones cannot afford to move their entire program offshore. And without the small ones competing with the large corporations, the latter has tendency to create monopoly over the goods and services offered in the market, which in effect could increase prices.

At Next Office we support and work in partnership with small and medium enterprises to offer their clients the same services that large corporations offer for a LOWER COST. This in effect creates perfect competition in the market. Further, as small businesses are able to compete with large corporations, they will gain more clients which will grow their business. Meaning, more jobs in Australia with the added support from Next Office.

A vivid example is a small telecommunications company in Australia which cannot afford technical support in home country. With Next Office's ability to provide them offshore staff to do technical support, the company can now cater to the needs of their clients, just like Telstra. More clients will then use the services of the small business, which will create a need to employ more Australians to meet the demand of the business.

WE DON'T JUST  
GIVE REASONS,  
WE GIVE  
FACTS



### Cost Savings

It is estimated that your cost control over outsourced functions will be up to \$30,000 a year in wages per employee. Imagine reduced training costs and even no overhead costs.



### Staffing levels

We minimize the fluctuations in staffing that may occur due to changes in demand for a product or service. At the same time, we also reduce the workload of your employees allowing them to focus more on their core responsibility.



### Focus

We help SMEs eliminate distractions and force themselves to concentrate on their core competencies which can be a particularly attractive benefit for start-up firms.



### Flexibility

We provide services to our clients according to their needs - whether to work for them full-time or part-time; or through pooled resource services.



### Knowledge

We provide clients with professional employees who are experts in their respective fields.



### Technology

We utilize a wide array of technologies such as VOIP, Terminal Services, Instant Messenger, Web chat and Video conferencing.



### Support System

We have a 24/7 support base in Australia so that any queries can be resolved rapidly and your employees can continue with their work, without unnecessary downtime.



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## Our Services

### A. "VIRTUAL ASSISTANT" SERVICES

- Web Development/ Design
- Network / System Engineering
- Server Administration
- Software Design
- Back Office and Admin Support
- Internet Marketing
- Search Engine Optimization
- Graphic Designing
- Accounting
- Bookkeeping
- HR Support
- Article/ Blog Writing
- Data Entry
- Research Assistance

*"Well done is better than well said."*

Benjamin Franklin



### B. CALL CENTER SERVICES

- Telesales
- Telemarketing and Lead Generation
- Customer Service
- Incoming Message Services
- Order Taking
- Call Forwarding
- Message Delivery
- Voice Mailboxes
- Appointment Setting
- Surveying
- E-mail support
- Helpdesk and Technical Support Services



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## Our Services

### C. WEB SOLUTIONS

At Next Office, it is our business to build scalable and quality web systems. It is our commitment that every business – small or big, could have an opportunity to build their business online without having to cost much.

With our team of expert designers and programmers, we help our clients improve the success rate of their business by providing creative, innovative and cost effective design solutions. Next Office ensures that all design requirements will be taken cared of, from marketing plan, design process to implementation and maintenance. Listed below are services we provide.

#### Web Design

- ◆ Static website
- ◆ Flash website
- ◆ Corporate identity package
- ◆ Website redesigning
- ◆ Facebook/ Twitter page designing

#### Web Development

- ◆ Database driven website
- ◆ E-commerce driven website
- ◆ Web hosting
- ◆ Domain name registration

#### Search Engine Optimization

- ◆ Website optimization
- ◆ Keyword research
- ◆ Search engine submission
- ◆ Pay per click management



## Facilities

- 160 seats with 80 seats ready to go
- Call recording facility
- Auto dialer / predictive dialer (TouchStar Software)
- VOIP
- Terminal Services
- Capacity for virtual training
- Instant Messenger
- Web chat
- Video conferencing

## Directors

Mr. Joshua Hay – Chief Executive Officer  
Mr. Greg Youngberry – Operations Manager  
Mr. Christopher Franklin – Chief Financial Officer  
Mr. Jeremy Cotter – Executive Assistant  
Mr. Andrew Smith – Sales Director

## Vitals

Tel: +61 7 46029012  
Web: [www.nextoffice.com.au](http://www.nextoffice.com.au)  
Email: [sales@nextoffice.com.au](mailto:sales@nextoffice.com.au)

## Corporate Address

4th floor Security Bank Building, 228 Ortigas Avenue, Greenhills  
San Juan, Metro Manila, Philippines 1502.

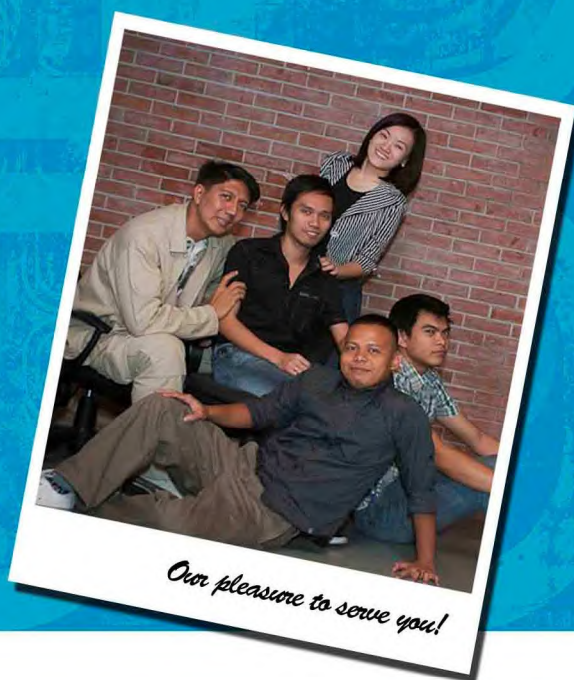
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# Staff



*Next Office is committed to putting first our employees and their families. Filipinos are a very family oriented people, hence, we want to make sure that we live up to our mission and that we can make a difference in the lives of the families that we are taking part of.*

*Why Philippines and why Filipino staff? Filipino culture has a very strong western influence, due to the location of two significant US army bases for many years after the end of the Second World War. Currently, Philippines is considered as one of the top English speaking nations in the world. Schooling is basically instructed in English from kindergarten to tertiary levels. Therefore, mastery of English language is very high. There are also more than 385,000 university graduates every year, providing biggest potential of skilled workforce in the country. The sad thing for the country is that, there is only 65% employment rate for these university graduates. However, with the sheer size of the labor market, Next Office is then able to source out the highest possible quality of applicants for your company. Successful applicants are also rewarded with a wage that far exceeds the minimum awards dictated by the 30 year old labor code; because apart from providing high quality service to Australian companies, we also want to be a catalyst for change that supports advancement in career and standard of living of most Filipinos.*



Next Office

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Now, I am able to save some money for my future and not solely depend on my parents. - **Ryan Boc** (Web Developer)

The best thing about working with Next Office is the fact that we are surrounded by individuals who are dedicated to their craft and at the same time have the heart to help and support fellow professionals. - **Calvin de la Cruz** (Inbound/ outbound telesales)

Next Office is a progressive, vision centered company with great career opportunities. - **Angelo Blando** (Outbound telesales/ telemarketer)

My role in this company has far exceeded my expectations because it gives me the freedom to be creative, to think beyond my reach, and to achieve great ideas. - **Adrian Torres** (Web Developer)

Working with next office not only helped me improve my knowledge and skills but also helped me go to the next level of professional and personal advancement. - **Ronnie Reyes** (Computer systems engineer)

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