
HERE FOR YOU CONCIERGE

HOW TO USE A CONCIERGE AT WORK:

Don't let work and errands get in the way of your personal time! Call in backup and get it done.

At the Office:

Clerical and Administrative
Organizing and Purging
Personal Shopping
Man the Booth
New Device Setup
Planning Events



Here For You
Concierge

We offer corporate gifting services for staff and associates. We also offer gift certificates for the person who has everything and just need some extra time.

Offering Concierge Service as a part of your benefits package will bring greater work life balance to staff!

Give us a call today and tell us how we can help you!

267-272-5241

HEREFORYOUPA.COM

HERE FOR YOU CONCIERGE

HOW TO USE A CONCIERGE AT WORK:

Clerical and Administrative

- Incoming and Outgoing phone work
- File sorting and purging
- Bookkeeping
- Document scanning
- Creating manuals
- Email Lists
- Recruiting Programs
- Training
- Data Entry

Organizing and Purging

- Desk Organizing
- Paperless Systems
- Office Inventory Management

Personal Shopping

- Order Office Supplies
- Maintain Inventory
- Customer and Vendor Gifts

Man the Booth

- Setup and Breakdown Table
- Create Signage
- Support During Events

New Device Set Up

- Technology Coaching
- Shop for Devices
- Out of the box set up

Event Planning

- Order Catering
- Coordinate Vendors
- Setup and Breakdown



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