

# CAPABILITY STATEMENT

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## About LRA Consulting Australia

LRA Consulting Australia is a boutique virtual assistance and business administration consultancy based on the South Coast of NSW, founded by Robyn Lewis in 2018. With over 30 years of experience across Defence, state government, not-for-profit organisations, and private enterprises, LRA Consulting delivers high-quality, tailored administrative solutions that drive operational excellence and business growth.

Recent engagements include serving as Administration Manager for the Australian Knifemakers Guild and providing Events & Executive Support for The Royal Australian Chemical Institute, demonstrating proven capability in team coordination, event management, and strategic executive support.

As an independent contractor, LRA Consulting Australia offers a cost-effective alternative to traditional employment, eliminating expenses associated with employee taxes, superannuation, insurances, leave entitlements, and office overheads. Clients benefit from flexible, results-driven support that scales with their business needs.

## Core Capabilities & Services

### Executive & Administrative Support

- Calendar and diary management
- Email management and prioritisation
- Travel coordination and itinerary planning
- Meeting scheduling and appointment coordination
- Client communication via email and telephone
- Customer satisfaction monitoring and quality assurance

### Document Management & Control

- End-to-end document control process administration
- Document formatting, proofreading, and version control
- Creation of processes, SOPs, and operational manuals
- Filing system setup and maintenance
- Register and database management
- Document creation using Microsoft Office Suite (Word, Excel, PowerPoint, Visio)

### **Business Operations & Analysis**

- Data entry, analysis, and statistical reporting
- Financial administration (invoicing, purchase orders, quotations)
- Spreadsheets, pivot tables, charts, and graphs
- Online research and information gathering
- Process improvement and workflow optimisation
- Organisational charts and flowchart development

### **Tender & Procurement Support**

- Tender research and opportunity tracking
- Tender preparation and submission management
- Client liaison and bill of quantities coordination
- Staff résumé drafting for tender submissions
- Document compilation and lodgement coordination

### **Professional Credentials**

- Bachelor of Arts / Business Studies
- Diploma of Business Law
- Diploma of Leadership and Management
- Corporate Governance Course
- Mental Health First Aid Course
- Acknowledge This - Acknowledgement of Country awareness course
- Company Director Number (Current)
- Working with Children Check NSW – WWC1312804E
- NSW Driver's Licence (Current)
- National Police Check (Current)
- ABN and GST Registration (Current)

### **Professional Affiliations**

- Executive Assistant Network
- Australian Institute of Office Professionals
- Director Institute Australia
- Australian Virtual Industry Professionals Limited
- The VA Institute
- Veteran Business Community

## Why Choose LRA Consulting Australia?

- Cost-effective: Pay only for hours worked, with no employee-related expenses
- Fully equipped: Complete home office setup with all necessary technology and infrastructure
- Flexible: Adaptable to your business needs and timeframes
- Productive: Focussed work without traditional office distractions or downtime
- Strategic: Allows you to concentrate on core business growth while administrative tasks are expertly managed
- Experienced: 30+ years of proven expertise across diverse industries and sectors
- Reliable: Strong commitment to quality assurance, timely delivery, and client satisfaction

## Contact Details

### **LRA Consulting Australia**

Principal: Robyn Lewis

Location: South Coast, NSW, Australia

Email: [Your Email Address]

Phone: [Your Phone Number]

Website: [Your Website]

ABN: [Your ABN]

*LRA Consulting Australia is committed to delivering operational excellence, enhancing systems, and fostering positive client relationships through professional, efficient, and high-quality administrative support services.*