

HELP WHEN YOU NEED IT MOST



Our Services make your Day-to-Day Easier

[Virtual Assistance.](#) *It's about focusing on you so you can focus.* This person executes administrative and data entry tasks in a timely manner with discretion & confidence. Administrative and data entry tasks are performed remotely and within a virtual environment of your choosing or within one PSI can create within seconds. Excellent communicator with great verbal and written skills, organized, driven with attention to detail, and technology savvy. What do you need today?

[Accounting Assistance.](#) *Handles data entry and bookkeeping tasks so you don't have to!* The Assistant takes care of important requirements – like invoicing! - so you can focus on core business. The Assistant generally works remotely with such systems as QuickBooks. Whether or not you have accounting based software, contact us, we can help you get the job done.

[Compliance analysis.](#) *The one you need to close the gaps compliance slips through!* Performs evaluation and analyses to ensure adherence to the guidelines established by company policy and procedures and or the governing body that regulates them. Results and supporting information is then provided to our customer identified management for company decision on path(s) forward.

[Compliance support.](#) *Big audit coming up to prepare for?* We can provide those extra knowledgeable hands to support internal audit personnel or customer identified management by collecting and coordinating internal compliance data with auditors and various departments. Supports requirements of external compliance audits. May also act as the internal auditor, implement industry compliance system registrations, procedures, and policies as requested by customer.

[Contract administration.](#) *Administering contracts is about communicating, tracking, following up, and successfully achieving compliance requirements.* Our CA provides the administrative support necessary to meet the requirements of terms and conditions under contract with customers, vendors, partners, employees.

[Contract management.](#) *Managing contracts is about maximizing operational abilities and reducing risks.* Our CM interprets and communicates requirements made under contract with customers, vendors, partners, or employees and works closely with the appropriate team to ensure compliance or to recover from non-compliance. Contract Managers may write, initiate, and negotiate contracts.

[Operations Analysis & Support.](#)

Sometimes looking for the root cause over and over again means the issue is so close that we cannot see it. We have the necessary fresh perspective to evaluate and analyze the efficiency of operations and recommend improvements to customer identified management. Enhances management incite to successfully improve challenged areas. with methods befitting your env May continually support improvement plan implementation, progress, and achievement of established goals as desired by customer.



Contact Us

Call or Text 407.729.1298

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Through our website at
www.PhasedSolutions.com

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