

# Administration

What we can do for you

## Social Media

- Posting
- Training
- Set-up
- Templates

## Reporting

- Financial
- Account Management
- Process Mapping
- Stock Management

## PA/EA Work

- Email Management
- Diary Management
- Running Meetings
- Expenses

## Finance/HR

- Invoicing
- E-Commerce Support
- Recruitment
- Debt Collection
- Expenses

## Comms

- Newsletters
- Blogs
- Networking
- Marketing Literature
- Multimedia

## Event Support

- Before
- During
- After

## Sales Support

- Data Gathering
- Training
- Data/CRM Cleansing
- Data Collecting
- Data Calling

## Onsite Support

- Full Stocktake
- Surveys
- Holiday Cover

