

# Company Profile of Maverick Administrative Professionals

Maverick is an independent, unique business that values your time, aiming at giving you efficient and honest service. Our values lie in what matters most to our clients – honesty, reliability and efficiency.

Our aim is to help keep your business running smoothly and do the things you don't like to do.

At Maverick we have a no nonsense, common sense and practical approach to business. We won't waste your time or money, and we aim at getting things done.

## **What do we do?**

Maverick Administrative Professionals offers a wide variety of services:

- General office administration – answering of phones, database management, daily office management, calendar tasks, and customer service inquires, scheduling and confirming your appointments, perform miscellaneous research, manage projects you don't want to handle, and file management.
- Bookkeeping tasks – keeping tabs on bills, drafting of quotations, sending invoices, and following up on outstanding invoices or unpaid bills.
- Email management – To keep you from wasting time, we filter through the most important, and respond to the rest on your behalf.
- Social tasks – Writing holiday cards and sending thank you notes, (Luckily we have a creative side too!)
- Planning a vacation? We manage your business calls, emails, social media platforms and much more while you are away, to give you the peace of mind, and the relaxation you deserve.
- Creative basic reports (reports on weekly tasks, deliverables, sales)
- Manage and update social media accounts.

Our services are not limited to the above, and should you require assistance in any other areas of your business, please feel free to contact us.

## **Why should you use our services?**

Our service to you can be described as total administrative support, and we can take hours from you workweek, giving you time to do what you enjoy. We become a team member, who just happens to work remotely.

In all honesty, it takes forever to find the right person, and employees cost more than their salary. Not to mention that you have to find a place to put people. Employees don't really work eight hours a day and the constant hiring, training and firing of staff is a hassle.

It really doesn't matter where we are located. No one knows the difference. All they know is that you have a sharp, responsive assistant who helps you get what you need, when you need it.

### **What do we need from you?**

You would need to provide guidance on what to and not to do, at least for the first week or so. This will help reduce the risk of errors. Be sure to send us clean instructions, passwords and access to accounts which may be needed,

We would be happy to assist wherever possible. Please refer us to the people in your life, who may be interested in our services. Should our services to you be on a once-off or contract basis – We've got this!

### **Contact details:**

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