

## Administrative Support

# Let us lift the administrative burden off your shoulders



**24/7**

availability to support client needs

**3**

continents

**3,500+**

employees worldwide

During day, let alone a week or month, there are countless administrative tasks needed to help you, your department, and company run smoothly. Whether supporting C-suite executives, a busy sales team, or the needs of human resources, Integreon has years of experience working with large companies with a range of administrative tasks on an ongoing or even project basis. Focus on what's important and leave the administrative heavy lifting to us.

More than just staffing, Integreon functions as an extension of your team providing skilled resources along with process improvements to help streamline workflows, reduce operational costs, and ensure quality work and results. We offer a broad range of administrative, document, and personnel support services.

### General administrative support

- Calendar and inbox management
- Expense reimbursement
- Booking travel
- Meeting planning (venue, catering, meeting set-up, travel)
- Onsite assistance for meetings and tradeshows

### Document services

- Budgets, memos, agendas
- Internal award program administration
- Office supply management

### Data base management

- Microsoft teams management
- Reporting
- Budget tracking
- Vacation tracking

### Employee onboarding

- Hiring process including position posting, resume collection, interview scheduling, follow-up calls, and requisitions submission
- Business card requests
- Home office supply and technology requests
- Vehicle requests
- Welcome and onboarding email communications
- Coordinating introductory meetings

### Employee closeout processing

- Credit card cancellation and final payment process
- Closeout letters and other paperwork
- Requests for disabling system access
- Technology and vehicle return process

Learn how Integreon can help your organization do more and do it better.

Contact us today at [info@integreon.com](mailto:info@integreon.com) or visit [integreon.com](https://www.integreon.com).



Integreon is a trusted provider of legal and business outsourced services to corporations and law firms worldwide. Through our global delivery centers, we provide expert support for a range of legal, regulatory, creative design, and administrative needs, with a proven ability to transform our clients' business performance.