

Office Management

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As your private secretary, we take care of all your correspondence and administrative tasks. We ensure that your database is always up-to-date and that your diary is planned with precision. We support you in the reorganisation of various administrative processes in order to optimise the day-to-day running of your office.

- Diary management
- Correspondence
- Administration

Document Management & Filing

Your private secretary is always available for you, both personally and digitally. Our service provides you with all necessary information and guarantees a well-organised filing system, which you can access safely and reliably on your smartphone, tablet or PC from anywhere in the world, 24/7.

- Data management
- Digitalisation
- Filing

IT-Support & Consulting

We advise you in the evaluation, optimisation and upgrading of your IT infrastructure. Always available, either on the spot in person or externally via remote maintenance, we will proactively attend to your IT matters, be it at home, in the office or whilst you are travelling.

- IT-Consulting
- IT-Support
- IT-Training
- Websites
- SEO & SMM

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