



Administrative Services

Today's business environment demands much from front office staff. Our first class administrative support staff is up to the challenge. We are proud of a proven track record to provide "knock your socks off" service at all organizational levels – from senior executives to front desk clerical positions. A well-trained, highly motivated, skilled and experienced staff can be provided to meet your administrative needs. Below is a list of the core competencies required for all of our Administrative staff. We offer "One Stop" support for any and all of these Services.

Telephone Services – Greetings, Messages, Conferencing, Systems Features

Computer Applications – Microsoft Windows Office Suite (Word, Excel, PowerPoint & Access); Lotus Notes

Correspondence – Proofing, Writing, Formatting, Filing, Coordination, Delivery

Calendar – Accuracy, Formatting, Coordination, Anticipation, Follow-up

Communications – Listening, Writing, Memorandum, Clarity, Plain Language, Speaking, Tone, Excellent Command of English

Travel – Traveler demands, Budget tracking, Authorization, Vouchers, International

Time Keeping – Labor Distribution Reporting; Automated Systems, Backup

Attire – Dress for Success Everyday

Time Management – Minimize Down-time; Proper use of Internet

Work Ethic – Reliability, Dependability, Honesty, Attitude

Comments from our Satisfied Customers

“ Provide timely reminders for the appointment and things I need to do.”

“Cheery, bright and conscientious about her work. Makes work life easier because of the work that she does”

“Anticipates needs of the office. Solid performer”

“High confidence that all assigned task will be completed on time and a high quality product”

“Professional and provides very good logistical support. Responsive to needs of the office”

“Appreciate can do attitude”

“Outstanding employee; Responsive to our needs and request”

“Pleased with progress and her willingness to accept challenges presented to on a routine basis”



A Company of Producers

901 D Street, S.W., Suite 1009, Washington, DC 20024 • www.bms-llc.com
202.863.2270 • Fax: 202.863.2710 • Email: bms@bms-llc.com