

Virtual Assistants

SYSTEMIZEME

& Associates

About Us

Who Are We?

- SystemizeMe & Associates provides Administrative services with Emphasis on Organizational Structure
- We provide many services that enable companies to run at max efficiency without worrying about the smaller details behind the scenes that oil the machine.

Virtual Assistants

- There is a variety of roles a VA can fill.
- Essentially, this can be anything that doesn't require a face to face interaction for completion.
- This can be as simple as a email management, and escalate anywhere from there!
- The primary role of our VA's are to support the operations of your business, and the leaders running those operations.
- Our VA's can be Bookkeepers, AR/AP Associates, HR Assistants, anything!
- We even offer virtual call center operations! Contact Us!

Length of Service

- The great thing about our services is that you can request them at your leisure.
- There is a 4 hour minimum per service request, but that's it!
- You can request one-time service, short term service (ex: 1 project that lasts 3 weeks), and you can request service indefinitely! We can even provide staffing or recruiting services to ensure you get the right fit for your roles.
- Our Associates will offer their recommendation based on their expertise, however the ultimate decision is yours!

Location

Where do we work?

- The best news is that we operate Nationally!
 - Anywhere your business thrives, we can provide talent.
- Our home office is just outside of Phoenix, Az.
- We have Regional Managers in the following cities:
 - Southern CA - Northern CA -
 - Atlanta, GA
 - Dallas, Tx - Honolulu, HI
 - New Orleans, LA (Covers Major LA cities)

Contact Us!

- Reach out and let us know what you need.
- We can work together to find a solution tailored specifically for your business.
- Our goal is to develop long lasting relationships that could later collaborate to achieve personal successes!

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