

Administrative Services



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.

Administrative Services

- Admin Services typically involve all things that support your primary operation.
- This could be something as simple as temporary assistance getting your files sorted properly, developing an electronic filing system, establishing remote access for your employees, putting together an employee handbook, establishing policies and procedures, or determining a new flow of operations. We've even edited a few books!
- This is really any area where there is a current need, but no solution.

Administrative Services (cont'd)

- We provide administrative services with emphasis on organizational structure.
- This means while we work toward your goal, we will always actively search for ways to improve your experience.
- All of our Associates are trained in organization & our strategies are designed to streamline processes while maximizing productivity and efficiency for optimum results.

Length of Service

- The great thing about our Administrative 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!
- 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 headquarters 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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