



## **DBS Holdings Virtual Business Administration Services**

### **Administrative Support Service Offerings**

The following list are the current Administrative Support Services on offer. Please do not hesitate to enquire about other Administrative requirements that you may have.

- . Managing calendar/schedule using your preferred means
  - . Booking appointments and calls
  - . Making travel arrangements
  - . Data entry
  - . Generating reports
  - . Preparing slideshows
  - . Document conversions
  - . Drafting letters, emails, internal communication, etc.
  - . Preparing agendas
  - . Sending cards/gifts (for holidays, thank you's, milestone events, etc.)
  - . Drafting presentation slides
  - . Coordinating with vendors
  - . Collecting documents for tax season
  - . Updating member records
  - . Creating questionnaires or surveys
  - . Creating email signatures
  - . Recruiting for new hires or other freelancers
  - . Interviewing applicants
  - . Research
  - . Record keeping
  - . Business compliance (OID certificate renewal, BBBEE etc)
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