

SERVICING SYDNEY & WOLLONGONG

- Office Admin & Project Support
- Business Workflow Processes
- Corporate Events Management
- Temp/ Relief Services
- Mobile Services: Onsite/ Offsite
- Custom Packages

Affiliated Partner:
OneLogin | Microsoft
AgileCRM



Prices starting from \$500 per month, annually or \$600 for month-to-month no locked in contracts.
Get in touch for more information.

Contact Us

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Efficient, reliable and flexible business admin support.

PROADMIN SOLUTIONS

*Business Admin
Concierge Services*

Our Subscription Packages

FINALIST 2019 IMB Illawarra Business Chambers Superstar Startup
FINALIST 2020 Illawarra Women in Business Awards Best New Business

At ProAdmin Solutions, we give busy business owners back your time - so you can focus on building your business and growing revenue and profits. We take on key admin tasks, creating efficient systems and processes so your business hums.

What would you do with say, 20 hours back each month? How could your business flourish?

Book in our complimentary Admin Health Check.

Admin Health Check



Our complimentary admin health check will assess your business admin needs, and provide advice on the best approach.

Admin & Project Support



Help with ad-hoc admin tasks to plug the gaps in your workflow and business processes. Services include financial reports, database management, reception relief, customer service calls, personal assistant and filing.

Business Workflow



Improve your business workflow and processes, to ensure your systems are running efficiently. We can help with expert advice and guidance, plus recommendations and training on software packages.

Corporate Events



We can assist with planning and organising your corporate events - including product launches, business seminars, charity events and training days.

Platinum Package



Ready to take your admin to the next level? Our platinum package covers all aspects of business admin, processes and workflow, and also includes corporate event management and software roll-outs.

Custom Package



Need a tailored package? We can work with you to create a custom package to suit your needs and budget.

About

We provide a full-service business admin concierge solution, to help businesses claim back time and increase efficiency.

Founder Andriana Epistithiou has 17 years business admin experience, and is highly skilled in a range of programs. Our service is available onsite and offsite, to suit the needs of your business.

When you're running a business, admin tasks can feel overwhelming.

Overdue filing, maintaining a database, managing projects, event management and general day-to-day-admin tasks can be time-consuming, especially when you aren't using efficient processes.

Speak to ProAdmin Solutions to find out how we can help with your business admin, and improve workflow processes to save you time.