

Welcome to ProAdmin Solutions

BUSINESS ADMIN CONCIERGE SERVICES



At ProAdmin Solutions, we give busy business owners back their 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?

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

Administration & Project Support



Including administrative task, meeting preparation, document & record management, financial management, data entry, & Personal Assistant tasks & more.

Business Workflow Services



Getting better use of the systems you purchase and better workflow processes including Choosing and setting up new systems or tech-related processes.

Temp Work



Temporary Relief Services. (Reception relief, answering your calls whilst you are on leave etc).

Corporate Events



Assisting in planning and organizing corporate events which also include tasks concept and idea, checklists, runsheets, budget settings, implementations and management.

Types of corporate events exhibitions, trades shows, conferences, seminars, dinners, product launches, special events, etc.

Mobile Services



We are equipped and set up on mobile devices to be able to work anywhere. Remotely and onsite. Please be advised that we only service onsite for businesses in Sydney & Wollongong only.

Custom Services



Create your own business admin concierge package. Want an hourly or daily package instead of an subscription. Contact us for more information.

Affiliated Partners

OneLogin | Microsoft
AgileCRM

Get In Touch

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BUSINESS ADMIN CONCIERGE SUBSCRIPTION PACKAGES

Founded by Andriana Epistithiou with over 17 years' admin experience in various roles and industries, and highly skilled in a range of systems. Running a business can feel overwhelming. At ProAdmin Solutions we provide a full-service business admin concierge solution, to help businesses claim back time and increase efficiency.

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

Book a complimentary Admin Health Check or contact us or send an enquiry by downloading our form on our website:
www.proadminsolution.com.au

Prices starting from \$500 per month, annually or \$600 for month-to-month no locked in contracts

Contact us on how it works

ADMIN HEALTH CHECK

Are you overwhelmed by admin and not sure where to start?

We can provide a few tips.

Get a complimentary Admin Health Check – review of current daily procedures and identify areas that could be streamlined, more efficient and productive, day-to-day.

ADMIN & PROJECT SUPPORT

Provide support 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

Getting better use of the systems you purchase and better workflow processes including choosing and setting up new systems or tech-related processes. Expertise in systems including Microsoft (Office 365), AgileCRM, TeamWork, OneLogin and MailChimp.

CORPORATE EVENTS

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

PLATINUM PACKAGES

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.

CREATE YOUR OWN

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