

## Company Profile



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### TABLE OF CONTENTS:

1. WHAT WE DO
  2. PRODUCTS & SERVICES
  3. PRO'S AND CON'S
  4. WHAT LEAD TO STARTING THE ADMIN DESK
  5. HOW IT WORKS AND PRICING
  6. REFERENCES (CONTACT NUMBERS PROVIDED ON REQUEST)
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## 1. What we do

The Admin Desk Pty Ltd provide you with virtual assistants and admin support anywhere in the world. We cover a variety of tasks in various business sectors to assist you in running your company smoothly, freeing up valuable time for you whilst you focus on growing your business yet not neglecting important facets in your company.

The working environment has become people orientated without neglecting quality and productivity, taking hold of the advantages of growing technology providing the opportunity to work remotely.

## 2. Products & Services

Note: All information/documentation provided by customers to or from The Admin Desk will be treated as confidential by The Admin Desk Pty Ltd.

### REMOTE ASSISTANT AND ADMIN SUPPORT

We customise the day-2-day tasks according to the customers' needs but these are the duties we normally handle:

- Drafting documentation
- Budgeting and reporting
- Design presentations
- E-filing on the cloud
- Data capturing
- Travel and accommodation arrangements
- Diary/itinerary management
- Event management
- Project coordination
- Company registrations
- Obtaining quotes
- Account or bank reconciliations
- Capture invoices, quotes, purchase orders
- Social media management
- Basic Wordpress web maintenance
- Customer or supplier liaison
- Ad-hoc administrative duties
- Skype meetings
- Languages: English and Afrikaans

We can also supply on-site support at an extra rate which will cover the above mentioned plus:

- Paper filing
- Meeting attendance
- Event attendance
- Bulk tele communication
- Collection and delivering persons
- Collection and delivering products
- Learning how your software works

We are not office hours bound but majority of the work will be done within normal office hours.

We do not work on weekends unless organized in advance.

### SOFTWARE EXPERIENCE

We have experience in a variety of software packages however we are not limited to the below and will learn your systems to do the work effectively and in line with your company standards.

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- TravellIT
- Sage One
- Pastel Partner
- Quickbooks
- Wordpress
- Elementor
- DropBox
- Maximizer CRM

## 3. Pro's and Con's

Times have changed, and companies realise the value of not working the usual 9-5 desk job. Many employees are being employed to work remote from home. This saves companies money on the usual office consumables, milk, coffee, electricity, water and more. The greater advantage of employing The Admin Desk in your assistant or admin support role, is not taking further HR responsibility such as payroll, paid leave days and more. You can cancel immediately without worrying about legal implications.

Rates may be a little higher to employ a virtual assistant but in the long run, if you calculate the actual rate of employing a permanent staff member, including the day to day expenses, it really is not higher at all and you have less responsibility. You also only pay for the actual time spent on your work instead of paying for time where an employee may be using business time to spend on personal matters. It is a win-win situation.

## 4. What lead to starting The Admin Desk

Johanita Jordaan and Agnesia Kirton both have special needs children that require special attention. They both needed to bring an extra income into their homes but could not commit to the normal working hours or full-time employment. They combined their expertise which ranges from sales, procurement, bookkeeping, marketing, CRM management and even logistics to start The Admin Desk.

The vision was to provide a home-based working environment not only for themselves but eventually to employ others who will also benefit from working from home and earning an extra income without being office bound or time bound. This is still the vision and corporate companies internationally has already caught on to this vision and even some South African companies. The working environment has become people orientated without neglecting quality and productivity, taking hold of the advantages of growing technology providing the opportunity to work remotely.

## 5. How it works and pricing

We set up an appointment with you to discuss your needs (if it's outside of the Helderberg or Cape Town areas – then on Skype). Upon the identification of your needs, we quote an interim retainer rate based on the hours discussed or budget discussed. We continually assess the need as we work and can increase or decrease time required at any point in the contract.

We work at our premises but will meet with you as required. Payment on retainer contracts are made in advanced and should any extra hours be required and agreed by you, this will be added to the next invoice.

We charge R150 per hour (International rates \$20 per hour). The client is welcome to install a PABX system or other form of communication whereby any calls will then be charged to the customer directly and not charged by us to the customer. If traveling is required, an extra R3 per kilometre will be charged unless the vehicle used belongs to the customer who will be responsible for any charges. On-site charges will be R200 per hour (Helderberg and surrounding Cape Town areas only). This will motivate customers to rather use our services remotely and only utilize on-site services when it is necessary.

We keep book of our time spent and will provide a summary weekly of the time spent. Time is billed every hour and part thereof on a weekly basis.

## 6. References (contact numbers provided on request)

EOH – CA Southern Africa Western Cape – Advanced administration and marketing & event support  
AGS Helderberg – Ad design, presentations and media support  
JSH Books - Kobus Herselman – Bookkeeping and CIPC Changes and registrations and annual returns  
Banting Believers – Personal assistant and marketing & event support  
Word On The Street Media – Marketing support  
Will Bouers – Directors change  
Sankwe Boerdery – CIPC Registration and Directors Change  
IntelPay – Personal assistant and basic bookkeeping  
Simplyfai – Administrative support and basic bookkeeping  
Siminc Group – CIPC Registration  
Tersia Ellis – Electronic filing  
Mariaan Krugel - Bookkeeping  
Off Grid Systems – Personal assistant and coordinator  
Saron Construction – Company profile  
Good News Electrical – Company profile and vendor registrations  
Nails Edge – Logo design