

CAPABILITY STATEMENT



Virtual and Onsite Business Support for Entrepreneurs.

Company Data

US-based & Incorporated Entity

Certifications & Licensures of Support Staff

Health/Accident Insurance

Producer License (MI, OH, VA,
DC, MD)

PHR Certification (Professional in
Human Resources from the HR
Certification Institute)

SHRM-CP (Society for Human
Resource Management Certified
Professional)

Grant Writing Certification



Company Profile

The Office Administrator, LLC is a US-based firm that provides virtual and onsite administrative support, business consulting, and referral services to small businesses and entrepreneurs throughout the United States. Our team is comprised of educated and experienced business professionals who are dedicated to assisting our busy entrepreneurs maintain and grow their business remotely and onsite.

Our Motto *"Press play on your business goals"* by utilizing our customized business solutions.

Industries Served

Health Care | Fashion | Sports | Entertainment | Nonprofit | Technology

Office Support Services

- Business Letter Writing
- Calendar Maintenance/Appointment Setting
- Management of your Email Inbox
- Proofreading/Transcription
- Payroll Processing
- Staff Training/Development
- Credentialing/Contracting
- Draft Contracts/Agreements

Business Consulting + Research Support Services

- Business startup consulting
- Business infrastructure consulting
- Research vendor contracts and assist in negotiations
- Feasibility reporting

Referral Services

- Health & Wellness Programs
- Human Resources
- Accounting
- Graphic Design/PR/Marketing/Event Planning