



WHO ARE WE ?

A team of motivated experts with a focus on experience, competence, quality, speed and efficiency. We help your business run like clockwork. We support your organisation when and where you need it, so you can manage your work fluctuations perfectly.

SOME OF OUR STANDARD SERVICES:

- Database cleaning
- Marketing project support
- Event organisation
- Research and surveys
- Language courses (practical conversation)
- Translations to/from : Dutch-French-English-German-Spanish
- Accounts receivable management
- Accountancy support
- Taking of meeting minutes
- Market research
- Telemarketing
- Direct mailing follow-up
- Creation of a management reporting system
- Tailor made applications (in Excel or Access)
- Advanced MS Office training
- Project management
- PMO support
- First-line helpdesk
- Software testing
- Writing and translating of user manuals

WHAT DOES THIS MEAN FOR YOU?

You can assign any tasks and projects to us that are causing overwork for you or your staff. "Outtasking" is what we do best.

The people in your organisation are ever mindful of their top priorities. As a result, some tasks get put off. Sooner or later, however, the deadline will be there. Avoid the stress and demotivation and leave those tasks to us.

A short term or long term assignment? Will the job be carried out in your offices or do you prefer the home office of our expert as the job location? Is it a task that calls for a specialist? We are able to meet all your requirements.

We have more than 150 experts in our talent database. We are confident that one of our experts is the perfect match for the successful completion of your assignment. Thanks to their experience and motivation, they get settled into the work quickly for fast and accurate results.

We work with freelancers, ideal in situations with head count limitations.

Do you have a question? Is the job at hand not mentioned in the list above?

Contact us today, we're more than happy to assist you!

Always to the point