



ADMINISTRATIVE SERVICES

Motto: *amiable, nice and professional receptionist or assistant – that is 50% of positive impression for you and your clients.
We are aware of it!*

BENEFITS

Always the perfect representation – your reception and mailroom is never left without a trained operator. In the case of illness, vacation or unpaid leave of the regular staff, we always send qualified replacement personnel from our team of reliable and trained interns.

Tailored uniform – our receptionists are always dressed in representative clothing.

Perfect manners – all our administrative personnel receive training in communication and professional behavior. Our staff is randomly checked by a „mystery guest“ visit at least twice a year.

ADMINISTRATIVE SERVICES

Reception desk operation (3 levels of staff quality)

- A standard - approved facilities (quality top flight attendants)
 - perfect English
 - knowledge of MS OFFICE
 - communicative
 - sophisticated
 - pleasant appearance
 - uniform dress, blouse, corporate accessories
- B standard - entrance reception
 - communicative English
 - knowledge of MS OFFICE
 - reliability
 - pleasant appearance and demeanor
 - thing according to one's own wardrobe
- C standard - gatehouse, entry driveways
 - knowledge of the necessary basic phrases in English
 - user knowledge of PC
 - reliability

Postal Services

- circulation daily mail
- mailroom operation
- ensuring internal courier mail

Fleet Services

- deadline monitoring and coordination of warranty, service and technical inspections
- ensuring washing and interior cleaning
- minor maintenance (inspection and refill of the vehicle fluids)
- tire changing and storage of tires
- ensuring motorway tax stickers
- preparation of the documents for insured event solution
- pairing documents for fuel with journey logs
- billing documents for the client's cost centres
- data processing for deductions of private mileage and its transfer to accounting department
- operation of the reservation system of reference vehicles for authorised persons of the client
- evaluation of costs (use of cars operated by individual departments of the client)

Archive and Records Services

- running a business Registry (Registry management space, archival storage units, management of the electronic records, records of retention periods, ensuring shredding of documentation)

Meeting rooms management and maintenance

- professional service in the meeting rooms (preparation of drinks and snacks, distribution of the ordered food, cleaning tables and washing dishes)
- operation of the reservation systems for managing meeting rooms (reservations, registration of guests, ordering conference materials)
- administration and provision of equipment (audio-video, data projectors, whiteboards, flipcharts etc.).
- inventory management (ordering supplies for kitchens, monitoring consumption of food and beverages)

Key and card management

- key management (management of key systems, distribution and key management, administration, transfer of key orders for new keys, master key)
- card management (ordering and issuing access cards, ensuring entry permits, issuing cards based on a permission and writing them off after returning, tracking expired validity of the cards, administration of fines for lost cards)

Management and inventory of property

- asset management (asset management accounting, processing of transfer notes for the transfer, sale and depreciation of property purchases and orders for new pieces of property, artworks database administration, providing inventory labels, asset identification labels)
- property inventory (ensuring personnel for inventory committees, providing label readers and the necessary software, carrying out physical inventory, reading asset labels, processing paper and electronic versions of the inventory list, creating inventory reports, tracing back the missing property, pairing surplus with deficits)

Printing and copying services

- management of documents (printing and copying, laminating, binding, scanning and storing documents in electronic archives, hand shredding documents)
- management of printing and copying machines (refilling toner and paper, regular maintenance, ordering materials, service inspections and repairs of the copiers, selection and purchase of appropriate machinery)

Supply Management

- the circulation of the stored commodities (food storage for the conference rooms, storage of hygiene materials, office supplies, spare parts storages, etc.).
- operation of client's storerooms/houses (client's or OKIN's software storage management system, administration of reception and dispatch of goods, physical material handling, material responsibility for client assets)

