

Compliance and Performance from our HUBZone Team

Valley Administrative Services provides an on-demand solution, allowing you to meet your rapidly changing staffing requirements while reducing overhead costs of direct employees and the burdens of acquiring low-margin administrative staff.

Business Development Assistance

- Use web-based RFP database resources to seek contracting opportunities

Mailing and Shipping Services

- Store, prepare and send documents, information and other requested items

Quickbooks and Bookkeeping Support

- Basic bookkeeping, ar/ap and monthly reconciliation

Live Telephone Answering and Message Delivery

- Provides 24/7/365 phone reception and delivery of messages electronically

Web and Social Media Support

- Updating websites and enhancing the interactivity available to visitors

Recruiting Support

- Utilization of resume databases and previewing of job applicants

Marketing and Sales Support

- Customer contact and proactive client communications

Payroll Support and Employee Assistance

- Providing assistance with payroll and employee communications

General Administrative Support

- Assists with internal/external clerical and secretarial support

Obtain the service, support and staff you need.

Contact us to learn more about the many advantages of using Valley Administrative Services to support your HUBZone business.