

## General Management

Need someone to step in for a specific period to assist you in getting a big project completed? Call us. Our experienced administrative staff can step into the breach and help you meet those tight deadlines. From covering off a maternity leave, to filling a vacation gap, we can save you time and money – who needs those temp agency markups when you’ve got First Light Venture?

Our General Management services include (but are not limited to):

- Day to day business operations – filing, typing, calendar scheduling, etc.
- Mass Mailing projects – mail merges, document preparation, and distribution
- Assistance with contract preparation, large document preparation and editorial review
- Special Event planning – we can assist you in planning your company parties (Christmas, employee recognition, picnics, etc.)
- Assist you in developing your business and marketing plans to take your business to the next level.
- Vendor administration – we can help you find vendors to supply a variety of your business needs – at the best price for your budget

These services will help you save on the cost of temp agency overheads, since we don’t charge an overhead for our staff. What we quote you is what we pay our staff.