

Managing
General Agents'
Association

MGAA



Business Elite
Award 2023

The Administration Hub Ltd

Leading
Providers of
Virtual Personal
Assistant Services
London



LONDON & SOUTH
EAST ENGLAND
PRESTIGE AWARDS

Best
Administration
Specialists
of the Year
2022



2022 WINNER

Best Virtual
Assistant &
Business
Support
Services
Company
London



Business Elite
Awards 2021

Best Virtual
Assistants
London

SME Business
Elite
Awards 2020

Most Reputable
Virtual Business
Support Service
London

YOUR BUSINESS MATTERS



THE
ADMINISTRATION
HUB





Welcome to The Administration Hub

Virtual Assistant and Recruitment Consultants London

Founded in 2017, The Administration Hub's mission is to expertly provide businesses and individuals with a wide range of high-quality services, alleviate time constraints, reduce costs and improve your work-life balance.

Our ethos is simple, Your Business Matters!

Whether that is for a personal or business need we are here to support you to achieve your goals.

We work to the highest standard with care, passion and integrity supporting all our clients.

Our values are efficiency, effectiveness, transparency, communication, collaboration and integrity.



Who are we?



AMY WATMORE

Founding Director



KATY MORONEY

Partner Director

To provide you with the bespoke personal service we promise, we utilise the skills and expertise within our unique all-encompassing hub to fully support our business and clients.

Every client is unique and we take the time to understand their values, objectives and ethos to work seamlessly as an extension of their business to ensure we are delivering in support of their vision and goals.

We personally outsource 60+ hours a month to help move our business forward, meaning we fully understand the expectations and concerns our clients may have around outsourcing.



Why do we love what we do?

We are passionate about administration and organisation, helping streamline systems to make processes easier and quicker, or simply taking on the roles you do not have the time or expertise for.

Being awarded Leading Providers of Virtual Personal Assistant Services 2023, Business Administration Specialist of the Year 2022, Best Virtual Assistant & Business Support Services Company London 2022, Best Virtual Assistants London 2021, Most Reputable Virtual Business Support Service 2020, Best New Business and commended as Entrepreneur of the Year reinforces our business model and goals to support our clients with loyalty and longevity.

We are CERTIFIED IN REMOTE WORKING – an accredited course to support working to a gold standard while working remotely.

[LEARN MORE](#)

Our Services



ADMINISTRATION

- General recordkeeping
- Client and supplier communication
- Data input
- Licence and contract applications
- Digital and paper management
- Quote and invoice production
- System review and monitoring
- Holiday cover
- Scheduling and job control
- Sales enquiries
- Lead generation support



PA SUPPORT

- Diary & email management
- Meeting arrangement & scheduling
- Client liaisons
- Answering & responding to calls
- Transcription & minutes



RECRUITMENT

- End to end bespoke packages, from creating the job description, CV sifting, telephone interviews to reference checks and much more.



FINANCE

- Bookkeeping
- Reporting
- VAT return preparation
- Year-end account preparation
- Reconciliation
- Supplier payments
- Payroll
- Accounting comms
- Customer & supplier invoicing
- CIS payment
- Staff & business recording
- Credit control



HR

- Implement and manage HR systems
- Carry out right to work and DBS checks
- New starters and inductions checklist
- Contracts,
- Exit documentation
- Employment templates
- Performance reviews arrangement and recording
- Overtime recording and payments
- Holiday and sickness monitoring
- Job descriptions
- Task/Operations Manuals

Our Services



PROJECT SUPPORT

- Office start-up and moves
- Process review and reporting
- Service level agreements
- Company events
- Award applications
- Presentations and proposals
- Speech writing
- Process and system review
- Set up of new systems
- Journey flow chart



INDUSTRY COMPLIANCE

- Health and safety policies and records
- Terms and conditions
- Method statements
- Risk assessment documentation
- Bid writing
- contract production
- GDPR



SOCIAL MEDIA AND DIGITAL SUPPORT

- Social media platform set ups
- Collating and scheduling posts
- Spreadsheet management
- System reviews and set up
- Email account management



LIFESTYLE SUPPORT

- Booking events
- Arranging holidays and itineraries
- Research
- Personal finances and appointments
- Sourcing gifts and activities



Why work with us?

1. TAILORED SERVICE
2. NEVER MISS A DEADLINE
3. SUSTAINABILITY AND GROWTH
4. QUALITY CONTROL
5. BUDDY SYSTEM
6. VALUE FOR MONEY
7. COMMUNICATION IS KEY
8. AWARD-WINNING COMPANY

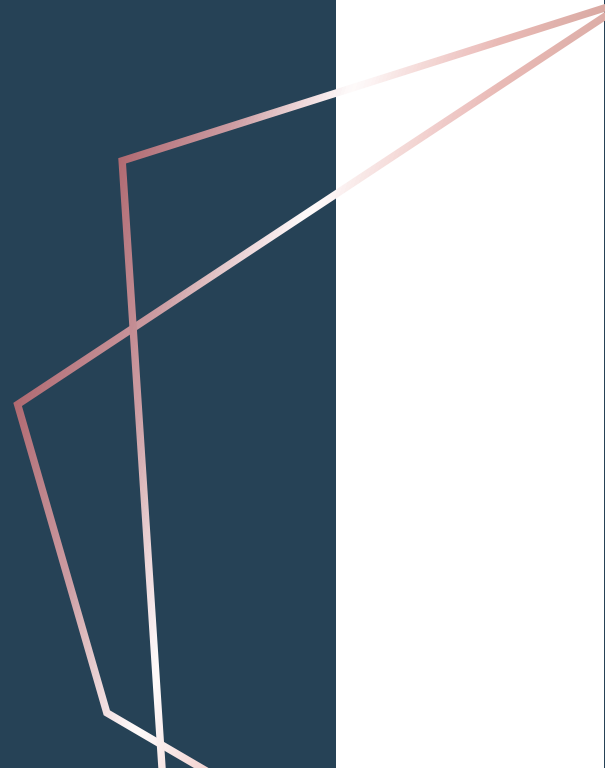
Key Outsourcing Stats



OUR CLIENTS FIND OUTSOURCED SUPPORT CAN ACHIEVE THE SAME RESULTS IN A FEW HOURS A DAY, COMPARED TO FULL-TIME EMPLOYEE. YOU CAN OVERCOME CAPACITY ISSUES EASILY, REDUCE THE AMOUNT OF TIME PREVIOUSLY SPENT ON TASKS IN THE OFFICE.

- It's estimated over 300,000 positions are outsourced every year
- Over 59% of businesses use outsourcing to reduce their expenses
- Over 65% of businesses currently outsourcing are looking to increase the amount they outsource in the future
- Over 78% have a positive relationship with their outsourcing partner

WE CURRENTLY HAVE CLIENTS IN EUROPE, ASIA AND AMERICA.



How can we help you?

First and foremost, The Administration Hub gives business owners and individuals back that most precious of commodities: TIME!

Running a close second to time in the commodity stakes is MONEY – we also save you money by reducing your costs so that you only pay for what you need.



NO LONG-TERM TIE-IN FEES

We believe in flexibility
and transparency



HOLISTIC BUSINESS SUPPORT

Exactly the quality
and quantity
you need, saving you
time and money



CLIENT FOCUSED APPROACH

Tailored services to
each client's needs



DEDICATED CLIENT SUPPORT

We can reduce your
stress, giving you
more freedom to
concentrate on your
priorities



DIVERSE PORTFOLIO

Our business
experience allows us to
work with all industries,
whilst providing a
high-quality personal
service

What our clients say



I talked to a few different companies but Amy and Katy both filled me with confidence from our first conversation. I couldn't have predicted what a perfect match working with The Administration Hub would be. Such a talented, friendly and efficient team. I'd highly recommend it.



I've been working with The Administrative Hub for about a year now. They have supported my business through the pandemic where the business has grown and flourished. My VA is amazing and the extra support from Amy is fab. They are always available for support. Highly recommend.



I've called on Amy and the team for various support including legal, HR, accounting and general business advice. They are incredibly professional and have always been able to match the right people to my enquiry. I highly recommend Amy and The Administration Hub.



I launched my business almost two years ago and The Administration Hub has been a key part in its success and my confidence to grow. The diverse offering means whenever I need support with administration, processes or finance I know exactly where to go.

How does our pricing work?

We understand that every client's needs and budgets are different, that is why we like to take the time to really understand the support you need.

We will have an initial telephone or video call or face to face meeting, which we will then follow up with a personalised quotation.

- No long-term contractual tie-ins – we believe flexibility in business and life is crucial
- We are passionate about helping you grow your business, relieving the day-to-day pressures and helping you gain that work-life balance
- We provide you with an NDA, are fully insured and ICO compliant

Certified in Remote Working

Remote working is on the rise in organisations of all sizes and in all industries. Many companies and individuals appreciate the flexibility, reduced costs, and improved work life balance that remote working offers.

This e-learning course is for organisations and/or individuals who are looking for their employees to work from home as part of their role or for an individual who is preparing to, or are working, from home and requires the understanding of what the expectations are from an employer or client.

This certified and accredited 13 module course will enhance skillsets and provide confidence to employers, clients and themselves. Plus, with our downloadable resources, it provides valuable tools for the professional worker.



Support your professional development with our bespoke e-learning courses. Further your skills and enhance your career with our certified training, whilst learning at your own pace.
[CLICK HERE TO LEARN MORE](#)

Who do we work with?

We have a diverse range of clients but the fundamentals and foundations within the administration side of businesses are not so different! Communication is key to the support we provide and working with a fluid process to get your support working as quickly and seamless as possible is what makes us the perfect solution for you!

- Doctors
- Medical associations
- Consultants - HR, IT, PR
- Marketing & media companies
- Education establishments
- Underwriting companies
- Property development & rental companies
- Asset finance services
- Mergers & acquisitions
- Trade companies
- Product design & installers
- Charities

- Architects
- Lawyers
- Business coaches
- Private nurseries
- Construction
- ECommerce
- Sports
- Recruitment
- Insurance
- Digital
- Shipping
- Fitness
- Wellness

Lifestyle clients we support include:

- Investment bankers
- Independent business owners
- Solicitors
- Brokers
- MDs
- CEOs



In the Media

Entrepreneur mums train a new league of home workers

FEATURED IN YOUR BUSINESS
MAGAZINE BY JAMES CAAN [READ MORE](#)

Admin Experts Secure Success

SME
news

Administration does not get any easier, but often businesses require a bespoke solution to their support services. That solution is what the team at The Administration Hub thrives on, revolutionising the world of assistants through the digital world. The team have been named Best Virtual Assistants, 2021 – London in the SME Business Elite Awards, so we take a closer look to see if we can understand where the appeal lies.

As businesses grow, they need support that suits their needs and where they are. This can change rapidly and intensely over time, and nowhere is this clearer than with the work of the Administration Hub. The all-encompassing hub is relied on by businesses to fulfil a multitude of support needs without having to spend time or money engaging with several other companies, all through one point of contact. Their unique abilities make them the ideal first port of call when it comes to getting some much-needed operational assistance with business and lifestyle support.

Many businesses have not yet seen the benefits of outsourcing aspects of their workflow, but it's a trend that is becoming more and more popular with organisations of all sizes within the UK. The benefits are numerous, with work completed in less hours with no overheads. This sort of work is where the Administration Hub excels, offering clients a multitude of complete administrative solutions all in one place, with comprehensive support that negates the need for extra money or time spent engaging with other companies.

The team offers a wide range of cost-effective services including PA duties, administration, finance, sales, marketing and social media, HR support, compliance and much, much more. When the team at the Administration Hub comes to help, they put your business first and foremost, trying their hardest to support you in the achievement of all your goals. Needless to say, this means that the firm has staff who work to the highest standards, offering the care, passion and integrity that you would expect from any member of staff.

Good outsourcing depends on a healthy, trusting and transparent relationship, one which enables a team to become a valued part of a business as and when required. The range of services on offer means that the team behind the Administration Hub support companies that vary



enormously in their outputs. One day, the firm could be assisting a start-up, another day it could be an international corporation. The sectors involved range across insurance, financial, health and wellness and properly to name but a few, but each receives an impressive degree of care and attention mainly because the team have a passion for learning about new businesses and new industries in order to improve the service they provide.

More than in other businesses, it is the staff who ensure that the Administration Hub stands out from the crowd. Unlike an agency, each client is designated a PA who brings a wealth of expertise to the table, with a minimum of fifteen years of experience in administration, to offer personal support to their clients. Moreover, with unique processes in place that ensure the team goes above and beyond for quality control, every client is assured that they are dealt with as a priority and do not have to spend time double-checking the work done.

The team are all certified in Remote Working, an accredited e-learning course developed by the Administration Hub in lockdown to help other businesses and individuals thrive. This course

ensures the achievement of gold standard work whilst working remotely. Working in an efficient manner as a virtual assistant is an enormous boon to those within the industry.

When the company first opened its doors four years ago, the team was convinced that working remotely and from home would be the future – they couldn't have known how quickly it would happen, however! Now that organisations across the world have been able to experience the numerous benefits of this way of working, however, they have quickly started to take advantage of it. For the team at The Administration Hub, it has been a whirlwind of work, where they stand apart for their comprehensive solution that can adapt quickly to the specific needs of clients as and where they are. This has been the secret key to the firm's longevity, ensuring interest now and into the future.

Company: The Administration Hub Limited
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Web Address: www.theadministrationhub.co.uk

Setting ourselves apart from traditional Virtual Assistants, we offer a service to cover nearly all of your business and lifestyle needs.

Are you a start-up, sole trader, SME, established business or individual looking for more time?

If so, we guarantee professional, personal, reliable, transparent and efficient support whenever you need it.

Get in touch today

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CONTACT US

