

MELSA PRODUCTIVITY

THE ENGINEER OF CALM

Providing premium administrative services to business owners that want to invest in being organised so that they can focus on the big picture and make more money in their business.

*MelSa
Productivity*



Why choose MelSa Productivity vs hiring a traditional member of staff?

1 You reduce your overheads

Hiring an appropriately-qualified salaried employee will work out to be expensive in the long run. You need to factor in the additional employer National Insurance contributions, mandatory pension contributions, agency placement fees (18-25% of the annual salary) - not to mention the cost of the equipment, workspace and insurance policies needed.

2 You gain a 'professional touch'

Whether you work alone or manage a team, you need to be seen as professional at all times. Instead of you being all things to everyone, MelSa Productivity will provide you with the appropriate distance you need to help give your business that professional touch.

3 You protect your time

The service works flexibly so there is absolutely no need to spend your time finding odd jobs to fill up the time a temporary member of staff will spend sitting behind a desk!

Available Services

Minute Taking & Board Administration

Virtual Executive Assistance

Research & Procurement

(for legal, competitor and technical requirements)

Information Management

(including KYC processes, statutory registers, filing official documentation, and data protection registration)

What Happens Next?

Book - you select your service package and complete the initial paperwork, including a deposit payment (refundable within 48hrs if you change your mind) and signing your Service Agreement.

Match - we have an open discussion on your requirements and your preferred way of working, then we start the matching process, confirming the most suitable team member for you within 21 days.

Onboard - once matched, we introduce you to your new team member and set you both up for success through our onboarding checklist. Then we're good to go!

To get started, visit:
melsaproductivity.co.uk/work-with-melsa