

MELSA PRODUCTIVITY LTD

The Engineer of Calm®

An experienced and reliable office
operations management service for
your growing business



Why choose MelSa Productivity instead of hiring permanently or using a staffing agency?

1

To save time & reduce your overheads

There's a significant cost - in both time and energy - to recruiting an appropriately qualified employee. And that's before you even consider the employer's National Insurance contributions, mandatory pension contributions, agency placement fees, equipment, workspace costs, and insurance policies needed! I offer a straightforward "plug & play" solution for up to 12 months to help you avoid the above.

2

To protect your team's time, quickly

Despite their best intentions, your team leaders can't (and shouldn't) be there for every single issue that stops people from doing their best work - even if only temporarily. I have the skills and experience to step in to fill those gaps from day one, providing the distance needed for your team to focus their precious attention on the bigger picture.

Services

A non-exhaustive selection of the tasks I can help you manage include:

Operational

- Corporate governance, including board administration
- Supplier management
- Information and correspondence management, e.g., databases and workflows

People

- Procuring and onboarding new service providers for specific project work
- Team welfare, including office space/facilities management and employee engagement initiatives

Projects

- Strategic research, e.g., for funding opportunities or competitors
- Creating and implementing new operating processes
- Events management

Financial

- Bookkeeping and reconciliation (supervised)
- Budget management
- Team expense management
- Supplier payments

What Happens Next?

Consultation

We'll have an open discussion about your requirements, both current and future, to decide on the best way forward.



Agreement

Then, we'll set out a logical process and timeline - and we'll agree on our preferred ways of working with each other.



Onboarding

Once we've agreed everything, we'll sign a Service Agreement outlining our mutual obligations and you'll receive your first invoice (50% of the first month's fee).

Then we're good to go!

**Ready to get started? Set up a call with me
via hello@melsaproductivity.co.uk**