

FACTSHEET

Subject : **Secretarial services**
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Secretarial services

Many professional organisations increasingly realise that having a professional, external secretariat is essential for the organisation's further development. Is your organisation ready for the 'great leap' to a professional organisation? Or are you not entirely satisfied with the quality of the current services? Motivation Office Support bv (MOS) has ample experience in performing secretarial services professionally.



We have a keen eye for your organisation's interests and support you expertly. We perform all the association's processes and activities by providing accessibility, flexibility and quality. When entrusted to us, the operational side of your organisation is in good hands. Your organisation makes a great leap forward by engaging MOS!

Services

To conduct the secretariat is to arrange the primary processes of your organisation. The secretariat's activities include:

- handling telephone and e-mail communications
- providing postal services
- keeping and updating the membership records
- answering members' questions and conducting correspondence with third parties
- organising and/or taking the minutes of (general) meetings
- managing web content

Scope

Each organisation is different. Therefore, MOS adjusts the package of services provided by it to the wishes of its clients. The secretariat is organised in such manner as best suited to your organisation. In addition, the package may be extended by one or more other services: financial accounting, association management supporting and relieving the executive committee, web services and ad hoc/non-recurring assignments (taking minutes). Because MOS allocates the activities to be performed to various employees working at the relevant level within the assignment team, MOS can offer a competitive and attractive rate to the client.

Interested?

Please contact us for further information and/or a quotation free of engagement.

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