

Homesourcing brings great advantages to your business:

- Responsible professionals taking care of your administrative and customer service needs
- Great savings on overhead costs
- Flexible hours— workers that are available both business and irregular hours
- Improved productivity for your business
- Diverse work experiences to suit your needs



Contact us now

Tel: 7726-5967

Email: manager@eHomemakers.net

Home-Based **Administrative Assistant Programme**

WHAT

Outsource your company's administrative needs to experienced office assistants at very competitive rates

WHO

eHomemakers members with ICT and administrative skills

WHY

Hassle-free— we take care of burdensome administration management, and training. Save time, energy and money!

HOW

Through modern ICT tools like computers, fax machines and VOIP, our tele-working team effectively supports your business

eHomemakers is here to provide you with a smart, cost-effective solution: **home-sourcing**


Home-Based
Administrative Assistant Programme

An Opportunity:

HOMESOURCING— an innovative idea for progressive businesses.

Join major companies like JetBlue Airlines and Office Depot in the move towards home-sourcing.



“Technology has come a long way and it is now possible for our home based agents to do the same tasks as if they were sitting in the call centre”— *Chris Robinson, Direct Response*



Using home-based agents is cost savings!

“... large companies that use home workers can potentially save hundreds of thousands of dollars per year by reducing their office requirements for call centres” — *Forrester Research*

Advantages to your business:

- **Lower overhead cost:** Save on office space and prohibitive costs
- **Flexible hours:** From their homes, they are able to work outside office hours and cater to your emergency requests
- **Increased productivity:** Home-based employees return your trust by working harder
- **Experienced:** a wide range of experience from our pool of mature and responsible professionals to meet your needs
- **Loyalty:** Home-based workers take less time off and deliver lower turnover rate

About our Home-based Administrative and Office Assistants:

They are accomplished in:

- Proper phone etiquette
- Customer Service
- Office management
- Communication skills

They can tend to:

- Customer service (24 hrs)
- Phone calls, email management
- Administrative duties
- Scheduling, appointments, registration & travel/ conference bookings
- Invoicing & receivables
- Data entry
- Event administration tasks
- Typing, translation
- Scanning, photo digitalizing
- Any tasks that involve a computer, VOIP, fax and/or printer

They are proficient with:

- Microsoft Office (Word, Excel & Powerpoint)
- Internet research, email
- Computer security (virus/spam)

Their personal traits:

- Responsible & accountable
- Enthusiastic & polite
- Fluent in Bahasa Malaysia AND English, OR Mandarin, Chinese dialects, OR Tamil

Our members are available for direct hire OR can be outsourced through eHomemakers