



INTELLIGENT OFFICE

Appointment Scheduling & Confirmation

When you require administrative support that an office admin or clerical assistant can bring to your business, you need a specific set of skills that not just any assistant can provide.

No matter what level or complexity of assistance you require, our virtual office assistants provide the appropriate level of clerical or administrative support. Even better, our virtual assistants don't require the overhead that a typical executive assistant requires, such as sick days, salary requirements, and physical space. Our Intelligent Assistant solutions are available on demand so that you only pay for the services you need. Only when you engage them.

Available anytime you need a helping hand

At Intelligent Office, our highly-skilled virtual assistants have a wealth of skills and a willingness to help with your administrative and technical needs whenever, and however, you need them. Now you can effortlessly generate new business (and exceed existing customers' expectations) every time.



No Turnover

We make sure that multiple people on our team know your business so you're covered no matter what. Reach maximum efficiency with a virtual receptionist or assistant at any time!



No Sick Days

Sure, our people are people so they get sick from time to time, too. But because we plan for such eventualities, there are always trained, capable and reliable virtual assistants ready to serve!



No Recruiting

If you have a business need that can be accomplished remotely, we have the talent required to get the job done. Our team will be highly trained by you, and you no longer have to worry about hiring or retention. We take great care in finding amazing people who are always available to help you with your administrative needs.



No Insurance and Taxes

Instead of investing money in insurance, health benefits, and payroll taxes, you can minimize overhead and pay an affordable monthly fee to have full-time access to the talent that you need.