

DeMiLo



Introduction

At DeMiLo VA Consulting we specialize in providing a comprehensive range of services to clients from a remote location.

Our services are available to all new businesses, small businesses, businesses that are in the process of restructuring or retrenchments, or that do not have the capability to have in-house assistance.

Let us assist you with prompt professional service, with consistent and diligent results without the added pressure of managing things on your own.

Benefits of DeMiLo VA Consulting

Decreased operational costs

Use your DeMiLo VA Consultant to cut down on operational expenditure. By having a DeMiLo VA Consultant you can save expenses for office space, maintenance costs, general office costs, and employee benefits and salaries.

Reduced work loads

DeMiLo VA Consultants come in handy as they focus on several crucial tasks while you have more time to focus on your core business functions.

Peace of mind

Having someone to whom you can delegate tasks is, ultimately, the cost of your sanity and peace of mind, and it includes having more leisure time.

Scalability in operations

Hiring a DeMiLo VA Consultant will allow you to scale operations with less amount of risk. Through this you are also able to make up for the skills gap in your organization until you are ready to expand your workforce.

Flexible work ethics

Small tasks are done without the cost of permanent employment. DeMiLo VA Consulting can be used for project-based tasks or hourly paid tasks. No leave pay, no sick pay, no employee benefits to pay.

Guarantee for confidentiality

DeMiLo VA Consulting acts on your behalf, as we would work dedicatedly to protect your interests and the company's reputation.

Quality service

DeMiLo VA Consultants are committed to providing productive results, as they are wholeheartedly dedicated to their work.

How we work

- Read through and sign the SLA
- Choose your services
- Send us a list of services you require, in order for us to generate your quote or pro-forma invoice
- Upon receipt of payment, you will communicate and start your journey with DeMiLo VA Consulting

Services

Administration

Developing training plans, sourcing quotes, scheduling and coordinating training
Updating and maintaining employee files
Updating and maintaining databases
Booking and arranging meetings
Booking and arranging travel and accommodation
Typing up notes
Minute taking for meetings
Performing research
Entering and updating company, employee, and client records
Preparing documents for presentations

Human Resources

Drawing company organograms or organizational structure
Design / formatting / updating CV's
Drafting policies and procedures
Drafting job profiles and job descriptions
Drafting employment contracts and offer letters
Administering employee benefits
Disciplinary procedures including formulating charges and chairing hearings
Full cycle recruitment
Strategic planning
Developing onboarding processes and employee handbooks

Financial

Payroll administration
Bookkeeping services
Tax services
Company registration
Filing annual registration on the CIPC

**If there is a service you may require, that is not listed above, feel free to discuss it with us in order for us to advise if we will be able to assist you.*

Rates and packages

If you're wondering how much a DeMiLo VA Consultant costs, it depends largely depends on the:

- Project size
- Project duration
- Documents required

Pricing is an essential part of your decision when using DeMiLo VA Consulting. please contact us to discuss your needs.

We understand that every business is unique, and therefore pricing structures can be tailor made to suit your business requirements

- Hourly rates: our hourly rates vary according to the service being provided. local rates in SA start at R250 per hour for general typing
- Retainers / projects: rates will be determined by the size and scope of the projects

Contact us

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