

Administration/ Back Office Service

Do you need personal attention in an answering service? Or member/customer tracking? Are you concerned about staffing shortages due to emergency sick-leave, employee transitions, elder-care leave, new hire training, or maternity leave?

CenterPoint's Administration Service provides routine back-office functions and front-line support for time-intensive and time-sensitive organizational tasks; phone and fax monitoring, mail receipt and reply, filing, data entry, record storage, and more.

When you work with CenterPoint your organization can enjoy the benefit of having a physical office staffed with full-time professionals without associated in-house employment costs. Fees are based on services performed and can be capped at a weekly or monthly maximum.

Here is how CenterPoint's Administration Service can help you.

Office Communications

- Receive and route phone calls, voice messages, faxes, mail, and email.
- Create and distribute reports, memoranda, minutes, and other documents.

Membership Management

- Register and renew members.
- Manage dues transactions.
- Create and maintain databases.
- Create and distribute member mailings.

Marketing

- Provide basic website support.
- Create and distribute newsletters.
- Develop and maintain organizational identity.
- Draft and disseminate press releases.

Scaleable Meeting and Event Support

- Register participants.
- Generate participant lists and other reports.
- Create meeting collateral (name badges, handouts, etc.)
- Facilitate program planning.
- Coordinate event marketing.
- Support event logistics.

When we represent you, our mission is your mission.



CenterPoint Institute
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