

A team of professionals at your disposal



DR - Non contractual photo

Secretary

- Mail seizure - Postal Processing - Relationship management with Administrations and Agencies - Agenda management - Photocopies, fax, scanning and printing

Administrative and commercial assistantship

- Quotation - Invoicing - Customer reminder... - Provider search - Service providers management
Tender management - Scheduling management (*Customers / suppliers*)

Accounting management

Our integrated accounting firm and its experts will assist you:

- Keeping and preparing annual accounts...
- Management consulting (dashboard, cash flow monitoring)...
- Tax advice, VAT management...
- Payroll and Human Resources Management...
- Wealth Management Consulting

Concierge services

- Organization of travel and reservations - Shopping - Delivery service...

Event organization

- Meeting, show room, cocktail, seminar and private reception for 10 to 30 people.

INFORMATION & QUOTE: (+33) 1 42 861 516

Business Center Opéra

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