

Office Savvy Administration Services – General information

Lorraine Esterhuizen is the founder of Office Savvy Administration Services, a company that specialises in making office management easy for small and entrepreneurial businesses. Lorraine has over 40 years of experience in office management and helping entrepreneurs focus on their businesses and generating revenue, rather than dealing with the myriads of administrative procedures, tasks and red tape.

Office Savvy Administration Services Based in Pretoria, South Africa, we service clients nationally. We have developed an efficient system to assist your business, no matter where you are based.

Contact details:

Lorraine's contact details: Email info@officems.co.za and Website: www.OfficeMS.co.za

Mission: Office Savvy Administration Services' mission and vision is to providing the highest level of professional business support services for your business, without breaking the bank.

General information:

We understand and appreciate that you want to focus on running your *real* business, without having to worry about all the administration slowing you down.

Office Savvy Administration Services prides itself on our integrity, being timeous and also the be flexible and responsive to our clients changing needs.

Office Savvy Administration Services has extensive experience in accounting or bookkeeping systems, payroll, debtors collection, managing suppliers or creditors, compiling accounting statement up to trial balance (ready for submission to auditors), dealing with VAT and VAT enquiries, submitting VAT returns, UIF Management, Compensation Fund and submissions, staff contracts, including disciplinary hearings and CCMA cases, local municipal taxes and related utility management, pre-paid utilities, etc. We can even assist building or maintenance contractors with setting up safety files when needed.

We have knowledge of QuickBooks (desktop and cloud) and Sage accounting software. We are also flexible to learn other software packages, including your business accounting software. Please speak to us!

Office Savvy Administration Services has extensive experience in the agricultural sector, but specifically with farmers. We can assist farmers with business planning, accounting, staff contracts, payroll, general human resources management and disciplinary hearings.

Pricing:

Our pricing philosophy is built around transparency and predictability for your business. We begin by conducting a thorough evaluation of your specific business needs, taking time to understand your operations, volume of transactions, and administrative requirements. This allows us to create a customised service package that aligns perfectly with your business.

Rather than charging unpredictable hourly rates, *we offer straightforward fixed monthly pricing*. This means you'll know *exactly* what to budget for your administrative and accounting support, with no surprises on your monthly invoice. Our fixed-fee approach helps you maintain consistent cash flow while ensuring you receive all the services your business needs.

We structure our agreements in 6-month terms, providing stability while maintaining flexibility. Should your business require additional services or face unexpected administrative challenges, we're always ready to accommodate special requests. Our goal is to be a responsive partner who grows and adapts with your business, ensuring you have the support you need, when you need it.

Onboarding process of new clients:

When you partner with us, Lorraine personally oversees every aspect of the onboarding process to ensure a smooth transition and optimal results for your business. She begins with an in-depth needs analysis, taking time to understand your unique business operations, challenges, and objectives. Drawing on her extensive experience in accounting, HR compliance, and administrative services, Lorraine develops a tailored project plan that outlines clear milestones, deliverables, and timelines. This practical, structured approach ensures we address all your requirements systematically while maintaining focus on your desired outcomes. You'll have peace of mind knowing that your business operations are in capable hands, with a clear roadmap to achieve your goals.