Syntra Digital – Services Guide

Reliable by design. Support that keeps your business moving with structure, care, and clear communication.

Virtual Assistance & Admin Support

Day-to-day support that keeps your operations organized and moving forward.
• Inbox management – replies, sorting, priorities, and cleanup so nothing gets lost.
• Scheduling & coordination – calendars, meetings, confirmations, and reminders.
• Admin support – documents, data entry, file organization, and general assistance.

Customer Support

Professional, friendly communication for the people you serve.
• Customer support inbox – handling inquiries, routing questions, and tracking open items.
• Light troubleshooting and client follow-up to keep requests moving.

Systems & Operations

Simple, thoughtful structure behind the scenes so work feels smoother.
• Documentation & SOPs – clear, step-by-step guides and checklists for repeatable tasks.
• Workflow setup – mapping and organizing how work moves from start to finish.
• Light automations – small, practical automations that reduce manual work.

Website Support

Purposeful website care so your online presence stays current and polished.
• Website updates – text, images, and section changes.
• Light design improvements and landing page updates for smaller web needs.

One-Time Projects

Focused, fixed-scope projects when you need a reset or a fresh start.
• Inbox cleanup – full declutter, folders, filters, and a clean slate.
• Website refresh – tightening structure, visuals, and content on your existing site.
• Workspace setup – Notion, ClickUp, or similar tools organized around your workflows.