



ADMINGENIE

Personal & Corporate Assistance

COMPANY PRESENTATION

A QUICK OVERVIEW OF

ADMIN GENIE



Admin Genie is a specialist agency working to provide a high quality and reliable service through a team of individuals or companies with expertise in different fields and areas.

We offer centrally located, fully serviced offices furnished with modern and new amenities in a plug and play environment.

With a strong local presence and a team of talented staff at your disposal, we offer the best professional set-up for you and your business.

A customer oriented one-stop office with the aim to help you run your business more efficiently by offloading you from routine work or one-off projects.

**WE'RE HERE TO MAKE YOUR LIFE EASIER BY OUR
PERSONAL AND CORPORATE ASSISTANCE.**



OUR CORE VALUES



VERACITY



ENTHUSIASM



RESOURCEFULNESS



CONSISTENCY



APPROACHABILITY



EXCELLENCE



OUR SERVICES

Admin Genie can assist you in various one-off services that will help you transform your business professionally:

Virtual office services

Hot desks

Boardroom rental

Accounting services

Out of office services

Business services

Marketing services

...and many more.

OUR SERVICES

If you are looking for a long-term service, we got that sorted by offering you three different packages to choose from depending on your business needs!

SILVER PACKAGE*

Virtual office services

Business correspondence drafting

Database creation and management

Diary management

Bank account administration

Printing, scanning and emailing

**terms and conditions apply.*



OUR SERVICES

GOLD PACKAGE*

Includes the Silver package together with:

- Branded stationery order
- Currency transactions
- Concierge services
- Invoicing and debt collection (XERO)
- Personal assistance service for up to 8 hours
- Telephone line and answering service
- Use of boardroom (10 hours)



PLATINUM PACKAGE*

Includes the Silver and Gold package together with:

- Light event planning
- Corporate gifts ordering and distribution
- Payroll (up to 5 employees)
- Use of boardroom for up to 15 hours
- Personal assistance service for up to 16 hours
- Travel services
- Human resources services



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OUR PARTNERS

OUR COMPANY IS AFFILIATED WITH THE FOLLOWING BUSINESSES.



Accounting Services Ltd

Preparation of accounts, VAT and tax returns, tax advisory, and business consultancy.



Fairwinds Management Limited

Company formation and administration specialist.



A+A Assurance Services Ltd

Preparation of financial statements and audits.



Incorporate in Malta

Company formation and administration specialist.



Delivering Homes Ltd

Real estate services.



Admin Genie Ltd

120, Old Railway Track, St Venera, SVR 9017, Malta

e: info@admingenie.com.mt

t: +356 27 800 800

www.admingenie.com.mt

CONTACT US



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