



ADMIN GENIE

Personal & Corporate Assistance

ADMIN GENIE PROVIDES
ADMINISTRATIVE SUPPORT
TO MAKE YOUR
LIFE EASIER



The company

Admin Genie Ltd is a company that provides administrative support to individuals and businesses. Our team can help you and help your business grow by offloading admin work to us. Whether you need a virtual office to have a business presence in Malta or a secretary to run your errands and handle admin work, a lawyer or a notary, an accountant or a tax consultant, Admin Genie is able to assist either directly or through its partners. We are your one-stop office, and we assure you that you can rely on us for all your personal and business needs.

With a strong local presence and a team of talented staff, we look after our clients with genuine care, an approach that helped us evolve into a specialist agency.

Our services

Admin Genie can assist you in various one-off services whilst also offering various monthly packages to suit your needs.

Virtual office services

Hot desks

Boardroom rental

Accounting services

Auditing & financial statements

Out of office services

Visa & residence card applications

Legalization & apostille

ETC engagement & termination forms

VAT number applications

Tax residency consultation

Marketing services: websites, social media management, presentations

Real estate services

Work permit applications

Introducer to insurances & legal advisors

Translation services

Tax number applications

National insurance number applications

Mass sending of promotional flyers

Research of competitors & vendors

Malta company incorporations

Opening of bank accounts

HR services

SILVER PACKAGE:

- Virtual office services
- Business correspondence drafting
- Database creation & management
- Diary management
- Bank account administration
- Printing, scanning & emailing



SILVER
PACKAGE

GOLD PACKAGE:

Includes Silver package together with:

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



GOLD
PACKAGE

PLATINUM PACKAGE:

Includes Silver + Gold packages together with:

- Light event planning
- Corporate gifts ordering & 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



PLATINUM
PACKAGE

Staying on top in the business world is a challenge. Let us help you so you don't fall behind. We can offer you a one-stop business service and tailor our packages to suit your requirements. Contact us today!

Admin Genie Ltd

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

T: +356 27 800 800 • E: info@admingenie.com.mt

Skype: Admin Genie • Website: www.admingenie.com.mt

Our partners

