

Secretarial office service

We settle all your business correspondence and all services which are offered by a professional secretarial office: planning and coordination of appointments as well as travel preparations and mailing actions.

Your benefits:

- Modern office technology
- Qualified personnel
- Internationality: all employees speak several languages
- Can be used at short notice and temporarily (for example as holiday representation)

Upon request our team will also support you through target-oriented new customer acquisition and qualified supervision of your existing customers.