

## **BIZSTARK.COM BUSINESS MANAGEMENT SERVICES**

### **Financial Management**

- Cash Flow Management
- Bookkeeping and Payroll
- Accounts Payable and Receivable
- Profit Center Analyses, Job Costing
- Budgets and Projections
- Working with Your Accountant
- Negotiating with Vendors
- Performing all QuickBooks Functions

### **Marketing and Sales**

- Evaluate Existing Sales and Marketing
- Sales Training
- Departmental Goal Setting
- Determine Sales Priorities
- Evaluate Marketing Options
- Create Ads, Fliers, Brochures, Mailers
- Develop a Marketing Budget
- Calls Program for Customer Inquires

### **Staffing and Personnel**

- Staff Selections, Evaluations and Development
- Time Analyses
- Performance Priorities
- Creating Handbooks and Manuals
- Workers Comp Evaluation for Rebates
- Recruiting, Interviewing, Hiring and Firing
- Writing Job Descriptions
- Performing all HR Duties

### **Office Management**

- Staff Selection and Development
- Supervise and Evaluate Staff
- Maintain Computers and Other Equipment
- Update Security and Electronic Protection
- Create a Safe Working Environment

### **Information Technology**

- Computer Instruction
- Computer Maintenance and Security
- Install Software
- Network Administration
- Upgrade Computer Efficiency and Performance
- Install Backup Software
- Install Corporate Anti-Virus Software
- Install Corporate Spybot Protection
- Assist in Hardware Purchases
- Security Backups

### **Customer Service**

- Staff Training and Education
- Focus Groups
- Customer Surveys
- Secret Shopping
- Competition Analyses
- Goal Setting and Measurement
- Contacting Previous Customers

### **Other Operational Areas**

- Digital Photography
- Create Display Ads
- All Graphic Design Work
- Writing of Mailers, Newsletters, All Copy
- Website Creation and Management
- Tracking Web Trends and Usage
- Search Engine Optimization
- Strategic Planning
- Evaluating Business Opportunities
- Needs Analysis and Discovery
- Creating Standard Operating Procedures
- Coordinating Community Involvement
- Energy Management Program
- Developing New Concepts and Ideas



*"helping businesses & individuals since 1977"*

**Biz Stark**

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**CONTACT US FOR MORE INFORMATION or FOR A FREE, NO-OBLIGATION FIRST SESSION**