

Administrative support

Our services in a nutshell

Accountancy

- Bookkeeping,
- Debtors and creditors management,
- Human Resources management, salaries and social insurances,
- VAT returns,
- Correspondence, secretarial services, payments, invoicing and monitoring.

Tax returns

- Preparation of tax returns,
- Verification of taxation and intervention if necessary.

Administrative assistance

- Administrative procedures of all kinds in Switzerland and abroad,
- Permit applications (stay, establishment, naturalization procedure etc.),
- Litigation management (creditors, suppliers, tax, administration etc.),
- Debt restructuring, negotiations and agreements with creditors,
- Secretarial and administrative services (outsourcing).

Editorial assistance and translations

- Administrative and personal correspondence,
- Drafting of CVs and motivation/cover letters,
- External review of texts for spelling and grammar,
- Text translation (English, French, German).

Thanks to our language skills, we are able to serve our clients in English, French, German (and Russian on request), and thus clearly understand their needs.

We do not accept orders unless we are sure to bring high added value, and when this is not the case, we help our clients identify appropriate contacts through our network of partners.

We work in mutual trust and discretion.