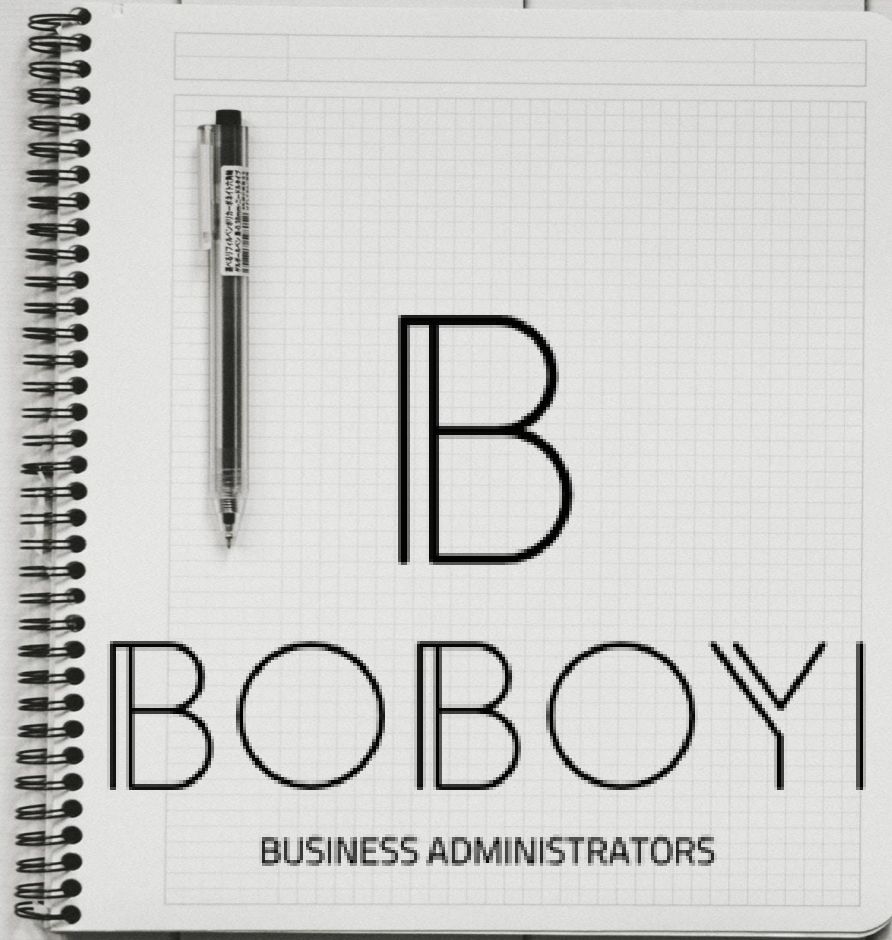


Company Profile



Boboyi Business Administrators is a 100% black owned company based in Midrand that is offering business administration services to individuals, small and medium companies around Gauteng.

The company was established in the year 2018 by Phumza Boboyi, a 26 years old female with more than 5 years experience in the industry.

So far we have 10 casual Administrators around Gauteng that are well experienced on these fields: Financial Administrator, Front Desk or Reception, Office Administrator, Junior Bookkeeper, Creditors Clerk, Cashbook Clerk, Accounts Clerk, Events Co-Coordinator

As a small or large business, it is easy to forget small details that allow your company to run smoothly. The Administrator will perform a variety of general administrative and clerical services. We will work intuitively to support the completion of the One's goals and objectives in a professionally and culturally appropriate manner.



About Us

Our Services



- Provide general administrative and clerical support including mailing, scanning, faxing and copying
- Maintain electronic and hard copy filing system
- Perform data entry and scan documents
- Manage calendar for Managing Director
- Assist in resolving any administrative problems
- Answer calls from customers regarding their inquiries
- Schedule and coordinate meetings, appointments and travel arrangements for Managers
- Hosting clients

We are offering the above mentioned services but not limited to, if your business has other administrative needs outside the ones listed, we will be more than willing to accommodate.

Rates

3 – 24 Hours

R 120/hr

25 + Hours

R 100/hr

Once a Week

100/hr

After Hours

R 200/hr

Between
17:00 – 19:00

Terms and Conditions

Working hours are between 8am and 5pm

Minimum 3 hours booking per day

Weekends will count as after hours



Target Market

- Boboyi Business Administrators target market is small and medium businesses around Gauteng at any industry.
- Some of the companies do not afford or not ready to have a full-time Administrator yet but have a pile of work, We are here to assist them in achieving their goals without having to worry about employment matters.

Vision

To achieve excellence in providing proactive administrative support services to small and big companies around South Africa.

Mission

To offer best customer service to our clients providing them with superior, reliable and personalized service.

Core Principles and Culture

Business Ethics

Initiative


Teamwork

Problem Solving

Customer Service



Vision and Mission



We can help you gain peace of mind and achieve your dreams for the future. I understand that everyone's financial situation and needs are unique. That is why I can help simplify your plans and time by focusing on the admin side of the business and build a team around your needs and goals.

Our Promise



Thank You

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