



Office Administrative Services

ORGANIZE DAILY WORK. KEEP RESPONSIBILITIES VISIBLE.

SERVICE FOCUS

THE JET GROUP, LLC provides direct office administrative support for the records, schedules, correspondence and recurring tasks that keep daily operations moving. Engagements are organized around the buyer's workflows and service requirements.

CORE CAPABILITIES

- **Office operations** - Recurring administrative tasks and workflow coordination
- **Records and documents** - Document preparation, organization and records coordination
- **Scheduling** - Calendar, appointment and activity scheduling support
- **Correspondence** - Preparation and coordination of routine business communications
- **Task follow-through** - Responsibility tracking and agreed activity reporting

WHY WORK WITH THE JET GROUP

- **Direct administrative delivery** - Administrative work performed by THE JET GROUP.
- **Consulting connection** - Management consulting available within the same company when process review is also needed.
- **Remote delivery option** - Administrative services available remotely, subject to scope.

BEST-FIT REQUIREMENTS

Program offices, professional offices and commercial teams needing defined administrative support.

DEFINE THE ENGAGEMENT

Example deliverables, finalized in the statement of work: office workflow map and task register; document organization plan and activity report.

COMPANY SNAPSHOT

SAM.GOV

Active registration

ANNUAL RENEWAL

October 14, 2027

UEI

NV8QKFHV1W7

CAGE

09M01

PRIMARY NAICS

561110

SPECIALTY NAICS

561110

PROCUREMENT CONTACT

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SERVICE COVERAGE

Atlanta-based. U.S. and international engagements. Administrative, consulting and marketing services available remotely. On-site availability depends on location and scope.