

## Reception

TeamProjekt Outsourcing is a competent partner and takes over the daily responsibilities at your reception

TeamProjekt Outsourcing stands for the permanent operation of outsourced processes.

We will develop customized solutions according to requirements and realize them with experienced staff. You can rely on the autonomous and sustainable implementation and assurance of the tasks you entrusted us with.

We always think one step ahead. Outsourcing with TeamProjekt is more than mere staffing service. According to your organizational structure we will design appropriate interfaces and we will take over the assigned tasks providing equipment, IT and the required infrastructure in a reliable way.

Today, we count enterprises across many industries among our satisfied clients.

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TeamProjekt relieves you regarding all tasks at your reception.

### Reception Services Portfolio:

- Receiving and looking after visitors
- Taking over the telephone switchboard
- Processing and forwarding e-mails
- Access control of employees
- Documenting the stay of visitors
- Organizing the occupation of conference rooms and event rooms
- Issuing company identity cards or access cards
- Administration of key cards and code cards
- Organization and control of parking spaces for visitors
- Information services for visitors
- Hiring taxis or renting cars
- Hotel and restaurant reservations
- Mail processing: receipt, forwarding, distribution
- Material procurement and management
- Conference services

### Ensuring a Vital Role

Our qualified staff has a cultivated appearance and will take over all tasks at the reception in a reliable and customer-oriented and autonomous way. This is how TeamProjekt will represent your company to the outside world - the way you want it.

### Increasing Efficiency

A friendly smile at the reception is a beginning but not enough! We take over all tasks assigned to us in this position in a reliable way and assist you with the required know-how. We take over superfluous work or organizational work and help you to concentrate on your core business.

### Is there anything else that we can do for you?

TeamProjekt does not only add value at the reception but also in your back office. Please take a look at the following service portfolios: Mailroom Services and Document Management.

