



VIRTUAL BUSINESS ADMINISTRATION

Streamlining your business, one task at a time.

Company Profile

A guided introduction to who we are & what we do

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— INTRODUCTION

Who We Are

Professional administrative staffing for modern businesses.

Taskforce places dedicated, full-time administrative associates inside your operation — professionally trained, KPI-accountable, and managed end to end. Not a gig marketplace. Not a temp. An operational partner that stays.

2 GLOBAL HUBS	100% FULL-TIME TALENT	5-Stage SCREENING PROCESS	KPMG INFORMED STANDARDS
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Headquartered in Singapore and Poland, Taskforce recruits and develops international talent capable of supporting companies across a wide range of industries — prepared to operate inside international teams, structured corporate environments, and modern business software stacks.

Singapore HQ Client-facing operations, partnerships & account governance across APAC and beyond.	Poland Talent Hub Recruitment, training & quality standards for our European associate network.
Global Delivery Associates operate remotely, integrated into your team's tools, calendar & culture.	Long-Term Partnerships Engagements designed around continuity, not one-off tasks or short bursts of work.

"Your leadership is doing \$400-an-hour thinking on \$20-an-hour tasks."

— SERVICES

What We Do

One partner, many functions.

Our associates take ownership of the operational work that quietly holds a business together — so leadership can focus on the work only leadership can do.

Executive & Calendar Management

Diaries defended, scheduling solved, meetings coordinated across time zones.

Strategic Email Triage

Inbox sorted, replies drafted, the noise cleared before it reaches you.

CRM & Database Handling

Records kept current, pipelines clean, reporting accurate and on time.

Workflow Automation Support

Zapier & Make builds that quietly remove repetitive work from the day.

Internal Team Coordination

The connective tissue between people, projects and deadlines.

Spreadsheet & Presentation Prep

Decks, models and reports — built to a professional standard.

Research & Operational Support

The legwork done — briefs, vendor lookups and prep, ready to act on.

AI-Assisted Productivity

Modern AI tooling applied to compress documentation, drafting and prep.

Administrative & Clerical Support

Reliable execution of the day-to-day work that keeps operations moving.

Data Entry & Reporting

Accurate data handling and clean, decision-ready reporting outputs.

— TALENT

Our Talent Standards

Not a VA agency. An academy with a placement model.

Rigorous screening of university-level talent across Poland and Singapore, then a proprietary training academy that turns capable people into corporate-ready operators. Training standards are developed with guidance from professionals affiliated with KPMG Singapore.

Multi-Stage Screening

Communication, professionalism, technical competency, organizational ability, adaptability & long-term corporate suitability — assessed across multiple rounds.

University-Educated Talent

Strong English communicators, fluent in modern business software, proven in international, structured corporate environments.

The Taskforce Academy

Internal training in business administration, elite corporate communication, CRM, workflow automation & AI productivity.

Full-Time, Not Freelance

Dedicated associates who learn your systems and represent your organization with consistency.

— ENGAGEMENT

Our Process

1

Consultation & Matching

A detailed consultation to understand your structure and goals — then we match and you approve the associate.

2

Seamless Integration

Onboarding, workflow familiarization, and clear KPIs established from day one.

3

Managed Continuity

Ongoing support, a dedicated Associate Manager, and continuous accountability.

— GOVERNANCE & TRUST

Security & Reliability, by Design

A snapshot of the operational practices behind every engagement.

Full security, continuity & disaster-recovery documentation available under NDA.

Multi-Factor Authentication

Enforced across all business accounts, no exceptions.

Company-Issued Devices

Client work runs on managed devices — personal devices never touch client data.

Managed Credential Vault

Passwords secured in a managed vault, not stored ad hoc.

Cloud-Based Redundancy

Fully remote operations with built-in platform redundancy & version history.

Dedicated Backup Coverage

Client relationships and associate coverage are never a single point of failure.

VPN On Request

Available and applied for engagements that require it.

Let's build something reliable.

Contact us to explore a long-term administrative partnership.

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