





Duties and Responsibilities.

Director Overseeing business needs, funding of the business, making field visits and presentations to premium clients.

Operations Manager. Over seeing the operational flow of the business, supervising the business website and digital work, support business development, field presentations and any other duties assigned by the director.

Advisory Team. Offering guidance and direction to the respective departments.

Administration. Overseeing the available human resources, business finances, attending to walk in clients and any other duties assigned by the director.

Web content team, Ensuring organised traffic at the business website.

Business development team, New client acquisition and retention, research and proposal writing, digital marketing, casual work management support and field visits.

- Henry will be part timing in web content on Mondays, Tuesdays and wednesdays. On Thursdays and Fridays he will be focusing on company digital work, research and supporting Patricia.
- Viola will be part timing in business development and casual work when called upon in peak days, with a prior notice.
- Patricia and Sharon will be focusing on there primary roles of business development and maids business respectively.
- Mathias and Sharon will be taking on more of the directors duties since he is anticipated to be spending more time in the field in the near future.