

Sensible Office Solutions is a virtual office assistant

By Shella Gardezi
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NIAGARA — Once a business reaches a certain plateau, it's time to look for some sensible solutions, says Tracey Turavani, a "virtual assistant".

Turavani calls this plateau the "complexity plateau" and it's something that she can help struggling businesses overcome with her new business, Sensible Office Solutions.

"It happens when a company is no longer making money doing what they do," she says. "It's because they are doing tasks that they need to be delegating."

Sensible Office Services offers filing and organizing, word processing, office management and set-up, bulk mailing, communications management, payroll processing, desktop publishing, creating a Website, computer consulting and personal assisting.

Turavani can go to a company office and help them get organized and she can also create documents at her home-based business and receive and send files electronically.

"I enjoy the flexibility of being able to work and meet the needs of my family," she says.

Turavani says she has faced the same kind of challenges most businesses face during the start-up phase, but having a solid business plan helps. After starting up in April, she says she finds herself falling back on her business plan often to make sure she is headed in the right direction.

"Doing your research and having everything well thought out helps," she says.

Office services is a career path that comes naturally to Turavani. She says she enjoys putting things together and being able to present a professional polished project.

"It gives me a sense of completion," she says.

Turavani says she saw a need in the Niagara region for a service such as hers. Large metropolitan areas have been serviced by similar types of businesses for some time.

There are over 13,000 businesses in the Niagara region and over 93 per cent have fewer than 50 employees. Handing over administrative tasks can give an owner of a small company more time to grow or just enjoy the profits of his or her hard work, says Turavani.

For more information, call Sensible Office Services at (905) 341-3982 or visit www.sensibleofficeservices.com.



Tracey Turavani operates Sensible Office Services out of a home based office.