



# Mission

Soccha "Administrative solutions" is a **social enterprise** specializing in administrative & commercial support.

We provide our customers with **short or long term staff reinforcement** for administrative and commercial positions such as receptionists, clerks or sales assistants.

Our goal is to help you achieve your goals by staffing qualified, managed and **motivated personnel**.

Soccha «Administrative Solutions» is part of the Soccha group, a social enterprise that aims to professionally reintegrate **young unemployed people** through training and work opportunities.

# Services

## Administrative support

Our Belgian office is specialized in administrative solutions for both small and large companies. Whether it is a short-term or long-term mission, we find the best solution for your need.

### Administrative reinforcement

- Administrative employee
- File manager
- Filing & archiving responsible
- Mail processing

### Executive assistant

- Secretary
- Personal assistant

### Office assistant

- Receptionist
- Back office employee
- Helpdesk responsible

## Commercial support

We offer commercial support in order to strengthen your team.

### Client service

- Customer service support
- Mailing
- Call center agent

### Sales support

- First line agent
- Commercial adviser
- Commercial assistant
- Commercial secretary

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## Electronic document management

We help our clients reduce their workload and contribute to the optimization of their workflow by specializing in scanning, managing and converting information and electronic documents. This service is offered in partnership with EIS Archiving, a company with 25 years of experience in the digitalization of documents.

### Document scanning

- Processing of large volumes
- OCR scanning
- Scanning of handwritten documents, pictures & images

### Analysis & indexation

- Image description
- Content indexing
- Database creation
- Image cutting
- Integration of scanned documents into your EDM software

# Clients

Currently working with numerous public and private organizations, we are actively looking for companies seeking to associate efficiency and social impact. Below, you will find some of our references as well as our competitive advantages.



## — Price —

Through our efficient cost structure we can offer our customers attractive prices which are competitive with traditional staffing agencies.

## — Quality —

Since the quality of our service is our priority, we have developed a thorough quality assurance system. Each customer, ranging from SMEs to several BEL20 companies can attest to the quality of our service.

## — Flexibility —

Unlike the stiffness of certain companies, we can react quickly to any type of request. We give priority to our customers' needs in order to deliver services with a high added value, whether it is in time or volume.

## — Social impact —

Soccha Data management is a part of the Soccha Group, a company with social purpose aiming to promote the employment of underprivileged people through training and work opportunities. By working with Soccha, each client generates its own social impact and helps develop corporate social responsibility.

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