

Providing Admin Support, Anywhere, Anytime....



Administrative Support Services

What We Do.

Action Technologies firmly believes that administrative capabilities are as critical as technical competence.

Our experience encompasses both technical and administrative areas, such as records management, word processing, financial services to technical editing.

Administrative Services include:

- Mail Center and Courier Operations
- Records Management
- Audio-Visual Services
- Resource Management Support
- Cost Estimating/Analysis
- Schedule Development/Assessments
- International Program Support
- Security Assistance Program Support
- Printing and Reproduction Services
- Desktop Publishing
- Publications Distribution
- Library Management
- Word Processing & Clerical Support
- Word Processing & Clerical
- Support Forms and Publications Management
- Technical Editing
- Imaging and Electronic Conversion
- Computer Operations and Database Management
- Data Entry
- General Administrative Support
- Travel Management

