

★ Our most popular choice

Operations Relief Package

★ Free leadership time. Bring order to daily operations.

The Operations Relief Package is designed for founders and managers who are spending too much time on administrative and coordination tasks. NearHands assigns a **dedicated remote operations professional** who becomes part of your daily workflow, handling the operational load that slows decision-making and growth.



Best for

- ✓ Founder-led businesses
- ✓ Professional services firms
- ✓ Companies without internal admin support
- ✓ Leaders feeling "busy but not productive"



Problems this package solves

- ✓ Inbox and calendar overload
- ✓ Missed follow-ups and delays
- ✓ Disorganized internal processes
- ✓ Leadership stuck in execution instead of strategy

Scope of work (typical responsibilities)

Your dedicated Operations Support professional can handle*:

**(Scope is aligned during onboarding and adjusted as needed.)*

Administrative Support

- Invoicing and billing assistance
- Document creation and organization
- File management

Daily Operations

- Email triage and responses
- Calendar management and scheduling
- Task tracking and reminders

Coordination

- Internal task follow-ups
- Client and vendor communication
- Status updates and reporting



How our hiring process works



NearHands manages recruitment, compliance, and onboarding.



What NearHands manages

- ✓ Recruiting and screening
- ✓ HR administration and payroll
- ✓ Equipment and credentials
- ✓ Ongoing support and replacement if needed



What you manage

- ✓ Day-to-day task priorities
- ✓ Training on your tools and workflows
- ✓ Performance feedback

Expected outcomes



More time for leadership and strategy



Reduced operational stress



Better organization and follow-through



Not sure if this is the right fit?

Schedule a conversation and we'll help you confirm.

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nearhands®