



**INTERNATIONAL CONSULTING
& DESIGN SERVICES**

VIRTUAL ADMIN SUPPORT

About Us.

Excellence in AEC Design Solutions

**Our Commitment to
Excellence**

**Affordable & Reliable
MEP Solutions**

**More Than Just Design
We're Your Extended Team**

15+

Client Served Across Global Markets

500+

Professionally designed layout plans

1k+

Hours spent in thorough detailing

99%

Success in Delivering Customer

THE BENEFIT OF ATA

Reduce deadline anxiety with 24-hour productivity.

Reduce expenses by hiring Ata at a reduced monthly rate with no overhead expenses to grow.

Utilize outstanding internal quality control and conformity to your standards to generate deliverables of superior quality.

With a committed production team, devote more time to business development and securing new projects.

Our Team Is the First to Deliver Value:

From hiring professionals with engineering degrees from recognized universities to making sure every designer is certified in AutoCAD and REVIT and educating our staff on US standards and laws, our technical expertise continuously surpasses client expectations. We are also aware of how crucial communication is when working together under pressure. By employing people with outstanding communication skills in English and offering continuous training from a committed in-house English tutor, we make an investment in the professional growth of our staff.

Tasks

Your Virtual Admin Will

Invoicing	The admin records and maintains accurate, up-to-date invoice files and processes invoices based on the specified criteria.
Notice to Owner and Lien Releases	Verify, record, and maintain up-to-date files for each Lien Release and NTO document
Certificate of Insurance	The admin maintains current files for each onboarded and active vendor's certificate of insurance, ensuring they are collected and recorded in both RedTeam and the shared drive
New Vendor Onboarding	The admin manages new vendor documentation, validates and onboards them in RedTeam, prepares and sends the MSA for signature, and follows up as needed
Payment Notification	The admin sends weekly payment notifications to vendors and verifies their releases and expired COIs
Draft Invoice Report	The admin retrieves the draft invoice report from RedTeam, calculates the aging, and sends it to the Project Manager

Tasks

Your Virtual Admin Will

RFIs	Create and issue RFIs, track their status and responses, and provide RFI reports to Project Managers for construction meetings and project closeouts
Submittals	The admin sends submittal requirements to subcontractors, reviews them for compliance, tracks their status, follows up on overdue items, and provides reports to Project Managers for meetings and project closeouts
Email Handling	Access and review emails across multiple accounts (e.g., users, contracts, liens, invoicing, etc.), and, where permitted, forward the necessary information to the requesting party..
Documentation Management	Organize, store, and retrieve business records such as contracts, invoices, and releases.
Billing Management	Admin can handle account onboarding, invoicing & periodic reporting.
User and Document Management	The admin can create and manage user accounts, assign roles and permissions, and control access to specific projects and tools within the software. They can also handle document management tasks, such as uploading, organizing, and sharing project files, including plans, specifications, and submittals.

Tasks

Your Virtual Admin Will

Invoice Management & Accounting Integrations

Admin can create invoices and perform accounting integrations, such as Quickbooks integration.

Bid Management

The admin can add subcontractor details and share them for current and upcoming projects as per the company's requirements. They can also track bidder records, including product specifications, rates, and other relevant information.

Accounting & Construction Admin Support

Admin can provide support for accounting tasks and documentation

RedTeam is one of many construction administration software tools our team is certified to use. We are also capable of learning and working with new software, as well as handling any additional tasks your construction team requires.

CURRENT CAPABILITIES

ATA ADMIN SUPPORT FOR ACCOUNTING COMPANIES

Tasks

Description

Journal Entries (for checks)

The admin makes journal entries, like checking entries from bank statements to client writeups

File Center - Grouping Journal Entries

The admin organizes data in an Excel sheet that contains all bank statement journal entries, including withdrawals, credits, and debits. They can also create and manage grouping files within the File Manager.

REMOTE ADMIN SUPPORT

Our virtual admin assistants are educated & trained and can help you with any admin tasks. We work on flexible timing & monthly contracts. Our virtual admin is intelligent, likable, communicates fluently, and can help support your existing team with any time-consuming tasks

ASSIGN US ADMIN TASKS

Construction Admin Services - RFI/Submittals Handling

Managing Spreadsheets and Online Records

Word Processing, Data Entry, and Data Processing

Estimating and Tracking all Invoices, Work Orders, and

Project Schedules

Project Management

Accounting Support Services

CRM Management

Document Production

Scheduling & Calendar Management

WE PROVIDE EVERYTHING

All Office Space, Desks, & Tools

Remote Worker Tools, Training & Support

All Payroll Administration, Taxes & Benefits

All Computer Hardware + Microsoft Office Software

Required software - accounting, invoicing,

data management, etc.

Family Health Insurance

READY TO GET STARTED?

CONTACT US TODAY!



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Architectural Design
Support

MEP Design Support

Structural Design
Support

Civil/ Survey
Design Support

3rd Party QC

Virtual Admin Services

Home Design
Modifications

BIM / Clash
Detection Services