

VIRTUAL ADMIN SUPPORT

MEET UPPTTEAM



Since Uppteam's founding in 2006, we have been dedicated to helping AEC firms grow through qualified and cost-effective remote staffing. With an operational division located in India and representative staff in the US, our unique model starts with a state-of-the-art training institute and provides continuous education for our architectural and engineering designers, resulting in exceptional design and construction document sets for clients. We work together to achieve huge cost savings and quick turnaround times by leveraging the benefits of a 24-hour international business.

THE UPPTTEAM ADVANTAGE

- Reduce deadline stress with 24-hour working efficiency
- Grow through cost savings by employing Uppteam at a lower monthly rate and no overhead costs
- Produce high-quality deliverables through exceptional internal quality control and adaption to your standards
- Spend more time on business development and winning new work with a dedicated production team

→ The Value We Provide Starts with Our Team:

Our technical expertise consistently exceeds client expectations, from recruiting professionals with engineering degrees from accredited universities to ensuring every designer is certified in AutoCAD and REVIT and training our employees in the US standards and regulations. We also know the importance of communication when collaborating under tight deadlines. We invest in our team's professional development by hiring individuals with exceptional English communication skills and providing ongoing training by a dedicated in-house English tutor.



Tasks	Your Virtual Admin Will
Invoicing	Admin records and maintains accurate and up-to-date invoice files - Process invoices according to their 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 can keep up-to-date files on each onboarded and active vendor's certificate of insurance, which is collected and recorded in RedTeam and on the drive.
New Vendor Onboarding	Admin can handle the new vendor's documentation, validating and onboarding them on RedTeam, and drafting and delivering an MSA for the new vendor to sign and follow up on.
Payment Notification	Admin sends payment notifications to vendors weekly and verifies their releases and expired COI.
Draft Invoice Report	Admin pulls the draft invoice report from RedTeam*, calculates the aging, and exports it to PM.

Tasks	Your Virtual Admin Will
RFIs	Generate and send RFIs. Track all open and closed RFIs along with responses. Send RFI reports to Project Managers for construction meetings and job closeouts.
Submittals	Send submittal requirements to subcontractors. Examine submittals to ensure that requirements are met. Track all open/closed submittals as required by construction documents. Follow up with “open/late” submittals from each party. Send submittal reports to Project Managers for construction meetings and job closeouts.
Email Handling	Open and Read through emails on several accounts (e.g., users, contracts, lien, invoicing, etc.). Where allowable, send the required 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	Admin can create and manage user accounts, assign roles and permissions, and control access to specific projects and tools within the software as well as document management such as uploading, organizing, and sharing project documents, 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	Admin can add sub-contractor details and send them for current & upcoming projects details as per companies requirements. The admin can also track the record or bidders, such as product specifications, rates, etc.
Accounting & Construction Admin Support	Admin can provide support for accounting tasks and documentation.

*RedTeam is just one of the many construction administration software programs our team is certified to use. We can also learn and work with any new software and create any new tasks your construction team needs.

CURRENT CAPABILITIES

UPPTEAM 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 performs grouping in an Excel sheet. This sheet includes all bank statement journal entries, such as withdrawals, credit, and debit. The admin can manage and create grouping files in 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