

# Remote Professional Services

Hire Remote,  
Improve Your Efficiency,  
Reduce Your Costs.



## Why Partner with Anequim?

Founded in 2010, Anequim's Remote Professional service (commonly known as VAs) was built by property managers for property managers. We understand the importance of building your business around solid practices and economical options. We customize your experience because no two needs are alike when it comes to staffing.



# How Can a Remote Professional Help Me?

Our candidates can do anything that you need to be done from a computer or telephone.



Administrative



Accounting



Sales



Marketing



Reception



Coordination

AND SO MUCH MORE!

# How Do You Find Candidates?

We recruit top talent all over Mexico. Our pre-screening process ensures that you only meet candidates who are not only capable of working from home but have relevant professional experience.

1

**STEP ONE**

We verify that the applicants have the right equipment and resources.

2

**STEP TWO**

We administer three different English tests that they must pass to continue.

3

**STEP THREE**

We check for stability and relevant professional experience.

4

**STEP FOUR**

We check their references.

5

**STEP THREE**

The applicant completes a personality survey.

6

**STEP SIX**

We conduct the first interview.

## WHERE DO YOU COME IN?

We have a wide variety of candidates in our talent pool. From entry-level to management and everything in between, we have options! Based on your criteria we select potential matches. You interview the candidates to determine the right fit for you.

Once you have identified the perfect fit, we extend an offer on your behalf.

# What Training Do We Do?



Things we cover in our training program:

- ✓ Intro to Property Management
- ✓ Time Tracking and Productivity
- ✓ Contributing to Processes and Procedures
- ✓ Anequim's Code of Ethics
- ✓ Taking Effective Phone Calls
- ✓ Dangers in Property Management
- ✓ Asking for a 5 Star Review
- ✓ Fair Housing & American Disabilities Act

## Just the Beginning:



Our partnership doesn't stop here. Our professional HR department will assist every step of the way. We make sure your team member is paid on time and accurately, facilitate the enrollment in benefits, and coaching. We do your annual reviews and check in to monitor performance.

Ready to take your business  
to the next level?

Give me a call today!

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[www.anequim.net](http://www.anequim.net)

