



RECEPTION HUB

by SAMSIC





We help
companies be
successful by
**providing
innovative and
effective
solutions**



At SAMSIC, we believe that comprehensive services in the field of Soft Facility Management, including cleaning and related services, should not be limited only to basic cleaning activities, but include a number of various activities related to professional space management, as well as creating a comfortable and friendly workplace.



Meet Samsic

Samsic specializes in servicing office and commercial spaces, logistics and production halls, as well as outdoor areas.

Our mission is to build lasting business relationships based on mutual trust, respect and cooperation. We strive to be the best and unique provider of integrated multi-services, Soft Facility Management in all sectors.



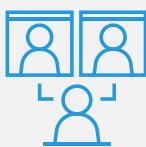
463

satisfied customers



17

years of experience



2000

employees



320

number of objects

SAMSIC RECEPTION HUB

The reception is the place where the client first meets the company. Therefore, it should be treated as a key element of the organization's image. Competent and professional service not only provides a positive impression to the recipient, but also effectively supports the employer.



90%

success of the company is based on the first impression



75%

of employers indicate professionalism as the most important feature of an employee



70%

of reception staff appreciates the possibility of professional development



We take care of the positive impact of our services on your business

As part of our RECEPTION HUB service, we offer comprehensive solutions based on in-depth analyzes of the experiences of our clients and employees who use and deal with aspects related

to the proper functioning of the office reception on a daily basis. On this basis, we propose three models of cooperation tailored to the individual needs of the client.



Basic Reception Services



What do we offer

- Support for business meetings (organization of a coffee service),
- Reservation of conference rooms,
- Reservation of parking spaces.

Competences we deliver

- Communication skills,
- Conscientiousness,
- Regularity,
- Responsibility,
- Office tools service
- MS Office and Outlook support,
- Knowledge of English at B1 level.



Advanced Reception Services



What do we offer

- Supervision over the proper flow of documents,
- Business meeting service (organization of the coffee service, catering),
- Reservation and preparation of conference rooms for meetings,
- Reservation of parking spaces,
- Running a company library,
- Participation in regular coordination meetings with the client.

Competences we deliver

- Multitasking,
- communication skills,
- Conscientiousness,
- Good organization of own work,
- Responsibility,
- Office tools service,
- MS Office and Outlook support,
- Knowledge of English at B2 level.



Professional Reception Management



What do we offer

- Training and onboarding new employees,
- Managing the proper circulation of documents,
- Comprehensive support for business meetings,
- Parking reservation and preparation of conference rooms for meetings,
- Coordination of the Management Board's calendar,
- Running a company library,
- Participation in regular coordination meetings with the client.

Competences we deliver

- Management experience,
- Multitasking,
- Communication skills,
- Responsibility,
- Good organization of own work,
- MS Office and Outlook support,
- Knowledge of English at C1 level.

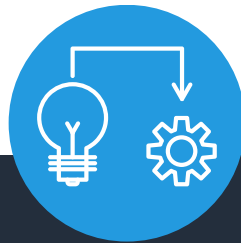


How we work



Analysis of needs

Together with the client, we diagnose areas where support or process improvement is required.



Implementation

We systematically implement an optimal solution tailored to the customer's needs.



Monitoring

We constantly control the course of reception processes, we improve them and we care about the highest quality.

In our model of cooperation, we focus on comprehensiveness, innovation and versatility. For each project, we look for the latest solutions and optimizations, which we test and then implement at our clients' premises.



Why you need this?

01

Development

Regardless of the advancement of the service we offer as part of the Reception Hub, we focus on employee development. We invest in their training, constantly improving their knowledge and skills.

02

Global reach

The Reception Hub project is part of the global SAMSIC project, thanks to which our employees have access to a global knowledge base and training.

03

Comprehensiveness of services

Our employee becomes part of your organization, thanks to which he is able to monitor all processes occurring in it. Thanks to his professional knowledge and knowledge of the market, he will effectively advise you which processes can be improved, simplified or replaced with new, more effective ones.

04

Flexibility

The skills of our employees are universal and at the highest level. They know very well the specifics of the facilities we service in a given region. Therefore, in the event of sudden random events, we are able to freely rotate staff between locations, thus ensuring the continuity of services at the highest level.



What can we do for you?

Employees are our greatest asset. We constantly improve their knowledge and competences, which translates into an increase in the quality of our services. Let us also take care of your business.



Offers department



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