

# CO-Working OPERATIONAL MANAGEMENT

## HANDS-ON DAILY MANAGEMENT

Office Care Management services include the administration of serviced offices, co-working offices and office hotels.

Newsec ensuring all needed services are in place, delivered on time and to budget, ensure receptionist services, facility management, marketing and sales. It lets clients to live in office as in hotel. It keep property flexible it lets landlord avoid management headache.



- Receptionist services
- Budgeting & Cost management



- Relationship with the Landlord
- Sales of offices



- Procurement & Supply
- Market prices benchmarking process



- One key contact for all services
- Qualified outsourced staff

## SCOPE OF SERVICES



## MANAGED OFFICE CENTRES



### MONDAY OFFICE

- Space: 500 sqm
- Client: Urban Inventors
- Vilnius, Lithuania



### RISE VILNIUS

- Space: 552 sqm
- Client: Barclays
- Vilnius, Lithuania



### TRANSUNION

- Space: 2 600 sqm
- Client: TransUnion
- Kaunas, Lithuania