

OUR SERVICES

Daily On-site Services

- Account management and POC
- Facility and Property Management
- Technical training and support to mission staff
- HR and Payroll Management
- Procurement support including hard to source and emergency deliveries
- Logistics
- Warehousing
- Transportation and Chauffers
- Maintenance, Upgrades and repairs.
- Inspections and Quality Control
- Scope of work management
- Quality Assurance Plan implementation and follow through.
- Team dynamics and team building.
- Landscaping (interior and exterior)

Back Office Support

- Offsite-Backoffice support is managed at HMS HQ to support our on-site employee assigned at client office.
- Purchasing team to research, source, procure and deliver the lowest price of any item/service required by client.
- Billing can be direct to client/provider with wholesale discounts or client can reimburse HMS with purchase order approval. *At no additional cost
- Multi-site facilities/office/property management and maintenance – we can coordinate maintenance, repairs, and improvements.
- Many tasks may be self-performed by HMS such as light handyman repairs, electrical / bulb replacement and painting.

Optional Additions

- Logistics and event support
- Warehousing
- Transportation
- Catering services (includes servers and bartenders)
- Automation of facility controls such as smart switches, smart thermostats, and office appliance controls in order to maintain energy efficiency



TRUSTED BY



WHY CHOOSE US

Because we are here to make it easy for you and your business. Our focus is to manage the nitty gritty of office facilities every day. We want to become your go to service provider to solve day to day issues while you focus on growing your business objectives. Just like our clients you will trust us for our responsibility and reliability. Our rate provides you an assigned team member but the team member isn't alone. He is backed by our back-office staff with over 30 years of experience in facilities. Ready to facilitate any support your organization may need.