

# HOW ADMINISTRATIVE OUTSOURCING CAN SAVE YOUR BUSINESS



We've all heard the adage "cost, quality, schedule – pick two." Nowhere is this more fitting than in the Architecture, Engineering, Design and Construction (AEC) industry. You make your best effort to find an optimum balance of all three, but have you ever considered what this is costing you and your firm? Working nights and weekends to meet a deadline, including those little extras to impress a new client, reducing your fee "just this one time" to win that high profile project; these are all investments you make to grow your business. Somewhere in the midst of your focus on your clients and doing what you love, you also need to find time to do those monotonous chores that every business requires.

Activities like preparing invoices and chasing down overdue payments, keeping up to date with the latest employment laws, and maintaining your company's policies and procedures consume the precious time you could otherwise be spending with your family and on your favorite hobbies. It still has to be done though, right? And finding that ideal individual who you can rely on to do it all, do it right and do it for a cost your business can afford is seemingly impossible. There is an alternative!

## BUSINESS ~~OUTSOURCING~~

The many benefits of a small business outsourcing overhead related activities are well documented by countless publications and industry organizations. The three primary reasons consistent among all are:

1. Cost reduction – Spend less to keep more in your pocket.
2. Focus on core functions – You do what you love and have others do the administrative work.
3. Leveraging experienced skill sets – We can't all be great at every thing. Use your skills to help your clients and get experts to help with day to day business functions.

For any owner of a small business, these can be distilled down further to one primary purpose, to maximize the time you have to build your business or spend on the activities you care about most. Let's delve a bit deeper into each of these reasons and see how they help us serve this purpose.

When we first start engaging with prospective clients, we almost always hear the same thing.

*"I don't really spend that much time on overhead stuff."*

However, as we look further into their daily and weekly activities and tally up the actual effort, they are often shocked to realize they are spending 10% or more of their time on overhead activities that can be outsourced with minimal effort or risk and at a fraction of their hourly rate.

Ten percent doesn't sound like all that much you say? Think about it. In a typical 40-hour work week, this is four hours – yes, half a day! Now think about what you could do with an extra half a day in your week – every week. Over just one year, this adds up to 24 days – a full working month of effort you gain back.

## THE NUMBERS

OK you say, but what is this going to cost me? I can't afford to pay someone. The numbers however, say you can't afford not to. If you're a business owner in the AEC industry, your billing rate is likely in the range of \$75 to \$250/hour. Let's keep it simple and assume \$100/hour.

📅	52 weeks/year
@	4 hours/week
\$	100/hour
=	\$21,000 of potential revenue
or	200 hours of time

And let's be honest – are you really as efficient at keeping your books or performing HR duties as someone who does it professionally? So, I should hire my own direct employee you say?

Glassdoor reports average salaries for:

Admin Assistant	=	\$38k/year
Bookkeeping	=	\$42-64k/year

(not including benefits or payroll taxes).

Even as a part time employee, a direct hire would increase your cost – not to mention your time and effort to recruit, train and supervise.



**WORK+LIFE+BALANCE**



And what is the impact to your business if this employee leaves? You start the process all over again. Outsourcing these services will not only reduce your cost and save you time vs. self-management or direct hire – SeeSaw Services' team of experienced staff and sole focus on the AEC industry ensures efficient service and optimum return on investment with minimal effort on your part.

Outsourcing should be a simple and seamless extension to your team. We have all heard stories about outsourcing gone wrong. So how do you protect yourself and your business, and ensure that you are finding the right fit for your needs? Like the benefits themselves, this can be distilled down into three key factors – experience, communication and value.

## SEESAW SERVICES

SeeSaw Services provides a full suite of outsourced administration, bookkeeping, and HR services specifically tailored for the AEC industry. While there are many firms offering these services in part or in whole, we are the only firm with a dedicated AEC focus.

Our business is built on 30+ years of experience in the AEC industry. Our staff speaks your language and understands the metrics that drive your business.

## MEET OUR LEADERSHIP



**MICHAEL COMPLITA, PE**  
President & Co-Founder



**PETER TARABOCHIA**  
Chief Operating Officer &  
Co-Founder



**WALLY HASSLINGER**  
Head of Demand Generation

At SeeSaw, communication is the key to our success. You will be partnered with a small, consistent and dedicated team. You will work with these individuals directly and they will become an integral part of your team. We work with your preferred communication style. Phone, video conference, email, text – we adapt to your needs. All of our employees are based in Seattle, WA and we do not subcontract or share your personal information with anyone outside of your immediate team.

Value is our cornerstone. As your needs vary from week to week and your business grows, we have the resources and flexibility to accommodate. Only need a few hours this month but have a big job starting next month that requires all hands on deck? We have you covered. Looking to grow in the coming years? We will grow with you. Not sure what you might need in the future? No problem. Our services can be provided a-la-carte and customized to meet your needs.

Don't you owe it to your firm and yourself to learn more about how outsourcing with SeeSaw Services can help your business grow and help you maintain your work-life balance? It starts with a one-on-one introductory conversation. Visit [www.seesawservices.com](http://www.seesawservices.com) or call (206) 707-0370 to schedule an e-visit.

Stay focused on your best work – we've got the rest!