



COMPANY PROFILE · 2026

ADMIN **APEX** BUSINESS SOLUTIONS

Your Complete Office Management Partner.

BASED IN

Brampton, Ontario

SERVING

All of Canada

ESTABLISHED

2026

We become your office.

From customer service and email management to invoicing, document organization, and business administration — Admin Apex Business Solutions gives growing businesses a professional office team without the cost of hiring full-time staff.

OUR MISSION

To help businesses save time, reduce operational costs, and improve productivity through reliable office management solutions.

OUR APPROACH

We work as an extension of your business — not a vendor on a contract. Professional, confidential, efficient.

WHO WE HELP

Trucking, construction, medical, dental, law, real estate, accounting firms, and growing small businesses.

A complete back-office, **modular by the hour.**



Remote Office Administration

Email, calendar, scheduling, document prep, data entry, digital filing, customer database.



Customer Support

Phone, email, live chat, appointment confirmations, follow-ups, complaint resolution.



Bookkeeping Support

Invoicing, AR/AP, expense tracking, QuickBooks entry, payment follow-up.



Trucking Office Admin

Dispatch admin, driver files, safety docs, POD, fuel receipts, rate confirmations.



HR & Payroll

Onboarding docs, timesheets, payroll prep, employee files, vacation tracking.



Document Management

Physical & digital filing, scanning, secure cloud storage, records management.

+ WEEKLY OFFICE SUPPORT (GTA)

On-site visits for paperwork, filing systems, employee files, and admin projects.

Trusted by 11 industries **across Canada.**



Trucking & Transportation



Construction



Electrical Contractors



Plumbing



HVAC



Real Estate



Medical Clinics



Dental Offices



Law Firms



Accounting Firms



Small Businesses

Six steps to a **quieter inbox.**

01 Free Consultation

A no-pressure 30-minute call to understand your business and goals.

02 Business Assessment

We map your workflows, software stack, and admin work draining your team.

03 Custom Proposal

Written proposal — scope, hours, deliverables, security & confidentiality.

04 Secure Onboarding

NDAs signed, secure access set up, processes documented, team briefed.

05 Daily Support

Your dedicated team — reliable, organized, and responsive.

06 Monthly Review

We meet monthly to review KPIs and scale support as you grow.

Built around the way you **actually** run a business.



Canadian Business Support

Built in Brampton — we understand Canadian operations and timezones.



Confidential & Secure

NDAs available. Strict confidentiality practices for every engagement.



Flexible Monthly Plans

Few hours per week or a full outsourced team — scale with your workload.



Remote & On-Site Support

Work with us remotely, or book weekly on-site visits across the GTA.



Fast Response Times

Responsive, reliable, and consistent — week after week.



Customized Solutions

No cookie-cutter packages. Plans shaped around your workflow.

Your information is **safe.**

Admin Apex Business Solutions follows strict confidentiality practices. We can work under Non-Disclosure Agreements (NDAs) and handle your business information with professionalism and discretion.



NDAs on request

Mutual non-disclosure agreements signed before any project starts.



Secure access

Password managers, role-based logins, least-privilege access.



Confidential by default

Client data is never shared, sold, or used elsewhere.

Ready to **simplify** your office?

Book a FREE 30-minute consultation. We will learn your business and outline a tailored support plan.



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LOCATION

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