

Administration Performance Measures

Sample of areas to track for Administration teams, I am available to discuss how to implement KPI's within your organisation and a system to track the performance.

Area	Target	Achieved	Gap
Customer Care Calls Completed	95%		
Presentation Packs delivered on time	95%		
Marketing and Advertising schedules completed	95%		
Customer calls returned by close of business	95%		
CMA reports	95%		
Vendor Reports	95%		
All scheduled tasks completed	95%		
Training			