Office Management

THE MILLENNIUM GROUP INC.

888.703.7030 | info@tmgofficeservices.com | tmgofficeservices.com

Successful Partnership

The Millennium Group approaches every service engagement as a true partnership. We forge valuable, lasting relationships with our clients with superior customer service, and outstanding service results.

Retaining quality professionals, producing cost savings, and meeting service level agreements are paramount to a successful Office Management Services partnership. At The Millennium Group, the efficacious integration of Office Services with Mail, Print and Records Management yields the highest service levels in the most cost effective manner.

Through the successful cross-training and cross-utilization of staff, The Millennium Group provides measurable value as the premier Office Services Company.

switchboard
reception
concierge
call center
housekeeping
hospitality

pantry
supplies
conference room
audio / visual support
facilities

"attracting today's brightest professionals

THE MILLENNIUM GROUP INC.

Advanced training methods

From day one, employees of The Millennium Group are trained in procedure, technology and the philosophy of service excellence. Outstanding customer service is at the core of each strategic business unit offered by The Millennium Group, and employees are well versed before reaching a client's facility.

The Millennium Group enrolls all employees into a comprehensive training program consisting of several key elements focused on advancing the ability of our well-vetted candidates. Additionally, each employee is cross-trainined in other disciplines. This practice makes each employee more versatile and knowledgable about not only their job, but the greater service approach.

Throughout the year, employees will attend our Employee Development Program. This program includes continuous training and education events designed to keep employees up-to-date on technology and procedures, and refresh their scope of work understanding.

Quality Management Program

The Millennium Group utilizes the most comprehensive Quality Management Program in the facilities and document management industry. Comprised of feedback methods, reporting tools, dynamic metrics and related management controls, no other service provider comes close to our ability to track and maintain established SLAs.

Contact us today!

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