Foresight

AI for Office Management

Visitors welcomed, questions answered, supplies reordered and events organised — the glue that holds the office together, with an AI second pair of hands.

A TYPICAL DAY

- ✓ **Handle reception and visitor sign-in** smoothly and securely.
- ✓ **Answer internal 'where/how/who' questions** via an office assistant.
- ✓ **Monitor and reorder supplies** before they run out.
- ✓ **Coordinate meeting rooms, diaries and travel**.
- ✓ **Draft internal comms and newsletters**.

EVERY MONTH

- ✓ Track the office budget and spend
- ✓ Manage suppliers and renewals
- ✓ Coordinate events and socials
- ✓ Keep culture comms flowing

EVERY YEAR

- ✓ Plan office procurement and improvements
- ✓ Update handbooks and office policies
- ✓ Review suppliers and contracts

STOP OUTSOURCING — DO IT IN-HOUSE

USUALLY OUTSOURCED	NOW IN-HOUSE WITH AI
Part-time PA / office support	**AI assistants for scheduling and inbox**
Event management	**AI planning, invites and logistics**

How: it starts with our AI Readiness Audit — a "day in the life" of your team to find the handful of tasks AI saves the most time on — then Microsoft Copilot and custom AI agents, set up securely with governance built in.

Book a free, no-obligation AI review

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