



## Professional Business Support Center, LLC

305 McTavish Moor Ct  
Marion, SC 29571

**P:** (855) 500-1643

**F:** (843) 431-8125

WE'RE  
COLLABORATORS

# CAPABILITY STATEMENT

## Core Competencies

Professional Business Support Center, LLC. a women-owned firm, develops relationship with clients to identify their company needs and provide the highest quality supporting staff. Our in-house management team collectively represents over 80 years of management duties which includes training, organizing, contract agreements to ensure compliance of documents and procedures. We will coordinate a unique system flexible, cost-efficient, and effective. Our professional experiences are with Federal, States, Local and commercial sectors.

### ACCOUNTING SERVICES

Accounting Clerk, Accounts Payable/Receivable, Billing Clerk, Re-Imbursement, Bookkeeper, Payroll Professionals, Monthly Accounting and Financial Reporting Processes, Invoicing, Time Tracking,

### ADMINISTRATIVE

Administrative Assistant, Claims Examiner/Processor, Clerk, Data Entry, File Clerk, Human Resources Assistant, Management Assistant, Receptionist, Typist, Writers, Editors, Billing and Expense Tracking, Debt Collection, Contract Agreements, Compliance of Documents and Procedures.

### CUSTOMER SERVICE

Account Representative, Call Center Operations, Customer Service Representative, Customer Service Specialist, Enrollment Representative, Provider Claims Representative

### BACKGROUND CHECK

Title Search, Process Services, Skip Tracing, People Search, Employee Screening, Asset Service, Real Property Searches, Business Search, Judgment Recovery, Court Records,

### MANAGEMENT

Human Resources Manager, Office Manager, Project Manager, Recruitment Manager, Tax Manager

We are an Equal Employment Opportunity and Affirmative Action employer, including females, minorities, protected Veterans, and those with disability.

## Company Information

**DUNS:** 798801838

**CAGE Code:** 4RDP8

**Founded:** Incorporated 2010

Website: [www.mypbscenter.com](http://www.mypbscenter.com)

[www.professionalbizsupport.com](http://www.professionalbizsupport.com)

## Certification

Federal: HUBZone Certified

WOSB and EDWOSB

Licensed: New York, South Carolina and Delaware

## NAICS Codes

**561110** Office Administrative Service

**561440** Judgement & Debt Collection

**611420** Background Check Services

**541219** Billing & Expense Re-Imbursement

**561611** Investigation Services & Skip Trace

## Business References

Professional Business Support Center, LLC has provided service to various industries. Our experiences are staff training, remote administration services, debt collection, background checks, employee training, employee and tenant screening and customer service

- ✓ Local School District
- ✓ Department of Labor
- ✓ IRS
- ✓ FEMA
- ✓ Wall Street Law Firms

### Primary Contact

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President

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