



ADMINISTRATIVE SUPPORT

NIB offers comprehensive administrative support capabilities and customized solutions leveraging its nationwide infrastructure, state-of-the-art facilities, and highly skilled workforce. NIB is an industry leader that helps organizations fulfill their missions while creating U.S.-based jobs for people who are blind.

Administrative Support Capabilities

- Document Management
- Document Imaging
- Mailroom Operations
- Transcription Services
- Data Entry and Office Support
- Print Fulfillment

Administrative Support Differentiators

- 75+ years of experience
- Nationwide infrastructure
- ISO-certified, state-of-the art facilities
- Competitive pricing

Administrative Support NAICS Codes

- 561110 561210 561410 561421 561422 561439 561499 561990

CLIENTS AND PAST PERFORMANCE

U.S. Navy – Naval Supply Systems Command

Provide support for personnel household goods relocation

- Comprehensive records management and document maintenance services
- Process approximately 160,000 military moves per year
- Support 41 offices and eight regional offices
- Upload files to records management database

Executive Office of the President – Office of Administration

Provide large-scale document scanning services

- 45,000+ images scanned in first four months
- Secure scanning in a cleared facility
- ISO 9001-2008 certified
- Provide shipping and delivery

U.S. Department of Veterans Affairs – Houston VA Medical Center

Provide medical transcription service for operative reports, discharge reports, and telephone consents

- 10+ years of service
- 300,000 lines per year
- 98% turnaround time

U.S. Navy – NAVSUP Fleet Logistics Center

Provide consolidated mail management and support services

- 6+ years of service
- Mail receipt, pickup, sorting, delivery, and warehousing
- 62 million pieces of mail processed
- Security-cleared employees

