



CATALOG 2026

Customized Bilingual &
Administrative Solutions



MCM ASSISTANCE catalog 2026

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ABOUT ME



MCM Assistance is a bilingual remote administrative support company.

It acts as a **trusted, responsive, and committed** partner, supporting you in your daily operations.

With **20 years of professional experience**, I place my expertise at the service of companies, independent professionals, and organizations, both in France and internationally.

As an administrative assistant, team assistant, and executive assistant, I have supported **businesses of all sizes** and operated in a wide range of professional environments, working within teams of up to 40 collaborators.

This wealth of experience has enabled me to develop strong expertise in administrative management, delivering a **rigorous** service always focused on **efficiency** and **reliability**. Over the years, I have learned to adapt my support to needs and objectives, anticipate requirements and provide **reliable, tailored** support.

Today, I have founded **MCM ASSISTANCE** to leverage these skills in support of **businesses, independent professionals, and international partners**, supporting them in the management of their administrative tasks and the translation of professional documents. Each assignment is handled with **care and precision**, exclusively online, in order to simplify your operations and save you valuable time.

My objective?

To offer reliable, customized solutions that allow you to stay focused on what truly matters.

This catalog provides a clear overview of my services, my working methodology, and my professional commitments.



MY SERVICES

Each service is designed to address your specific needs with precision and efficiency

Fee-Based Pricing

International Administrative Management & Outsourcing

Organization & Documentation

- Digital document management and filing

Professional Communication

- Drafting business correspondence and emails
- PowerPoint presentations
- Proofreading and document formatting

Research & Information Monitoring

- Information research and analysis
- Notes, summaries, and analysis
- Data extraction

Daily Administrative Management

- Comprehensive administrative follow-up
- Drafting and formatting of correspondence and documents
- Team assistance and coordination
- Follow-ups and file tracking
- Meeting minutes
- Excel tables
- Google Sheets
- Calendar and agenda management
- Meeting organization

€70 per hour



MY SERVICES

Monthly Retainer

| Service Packages | Pricing | Recommended for |
|---------------------|---------|-------------------|
| Essential – 5 hours | €225 | occasional needs |
| Pro – 10 hours | €450 | moderate workload |
| Standard – 20 hours | €900 | regular support |
| Premium – 30 hours | €1300 | long-term support |

Additional & On-Demand Services

Urgent & Short-Deadlines Requests: +20% of the standard rate
(Services requiring rapid processing in the evening or during weekends, depending on the level of urgency and technical complexity)
All urgent requests are reviewed on a case-by-case basis.



MY SERVICES

Administrative Management – Service-Based Pricing

Targeted, reliable support tailored to your company's requirements. Each assignment is carried out with rigor and confidentiality to reduce your workload, streamline your processes, and sustainably optimize your organization.

| Services | Pricing |
|---|---|
| Document drafting and formatting | €10-20 per page <i>depending on complexity</i> |
| Document proofreading and editing | €50 per hour |
| Drafting, translation, and bilingual proofreading (FR / EN / AR) | €80 per hour |
| PowerPoint Presentation Design – up to 20 slides I design modern PowerPoint presentations, including the creation and layout of professional slides, the integration of animations, and the development of customized presentation templates | €80 per presentation |
| Professional Document Creation <ul style="list-style-type: none">• PDF booklets (6 to 12 pages)• Catalogs (Canva Pro)• Commercial brochures (2 to 4 pages) <i>Modern and elegant documents created using Canva Pro, fully aligned with your visual identity to enhance and reinforce your professional image.</i> | €120 to 200 €150 to 300 €70 to 150 |
| Document Creation and Harmonization in Line with Your Corporate Visual Identity <ul style="list-style-type: none">• Creation of a complete Word template• Harmonization and brand alignment of Word templates I create and modernize your internal documents to strengthen your company's professional identity, ensure consistency across all materials, and deliver clear, coherent, and polished communication. | €80 €50 |



MY SERVICES

| Services | Pricing |
|--|--|
| Email and calendar management (FR / EN / AR) | €300 per month |
| Digital filing and archiving | €50 per hour |
| <p>Customer Database Management (Client file updates, creation of customer databases in Excel / Google Sheets, duplicate cleanup, addition of relevant data fields, formatting and advanced sorting)</p> <p><i>I organize and enrich your customer databases to improve data quality and optimize your commercial and business actions</i></p> | €50 per hour |
| <p>Internal Process Structuring</p> <p>Package 1 – Process Diagnosis & Structuring (Simple Process) (e.g. client onboarding procedure, request tracking, digital archiving, basic invoicing)</p> <p>Package 2 – Full Process Structuring with Templates (e.g. process creation + Word template + process diagram + PDF version)</p> <p>Package 3 – “Mini Procedures Manual” Creation (e.g. 3 to 5 procedures + templates + professional formatting)</p> <p><i>I structure, formalize, and optimize your internal procedures to enhance organizational efficiency, clarify key steps, and ensure smooth, consistent, and well-controlled execution across your company</i></p> | <p>€50 per hour</p> <p>€150 – Package 1 €300 – Package 2 €500 – Package 3</p> |
| <p>Administrative Coordination (Action planning and follow-up, coordination between internal teams, service providers, and partners, deadline monitoring, information centralization and formatting, tracking of client and supplier requests, preparation of required documentation)</p> <p><i>I manage the coordination of your administrative operations to ensure a structured, efficient, and proactive approach. Each action is carefully orchestrated to streamline your organization, secure deadlines, and optimize day-to-day operations</i></p> | <p>€40 per hour</p> <p>Coordination package 5 hours : €150 10 hours : €300 Monthly : €400</p> |



MY SERVICES

| Services | Pricing |
|---|---|
| Budget Forecasting, Management, and Monitoring | €50 per hour €300 per month |
| Data Extraction and Processing (Data extraction, formatting, file cross-referencing, and data comparison) | €50 per hour OR €180 per mission |
| Excel / Google Sheets Tables Basic spreadsheets (data cleanup, data entry, formatting) Advanced spreadsheets (sorting, filters, formatting, calculation automation, charts) | €40 per spreadsheet €80 per spreadsheet Excel Package 5hrs : €150 Excel Package 10hrs : €300 Excel Package 20hrs : €550 |

Professional copywriting French and English

Clear, structured, and results-driven professional content writing, designed for businesses seeking to strengthen the impact of their written communication

I support professionals in creating effective communication materials aligned with their brand image, including websites, presentations, and commercial or institutional documents.
All content is custom-written using a strategic approach focused on clarity, credibility, and consistency, in French or English

One-Off Writing – Professional Materials & Documents (FR / EN)

Professional and commercial content writing, including company presentations, sales documents, and professional communication materials

Pricing: From €120 per page

Website Pages & Structured Content Writing (FR / EN)

Writing or rewriting of web pages and structured content, including content organization and professional rewriting

Pricing: From €150 per page

Ongoing Copywriting Support (FR / EN)

Monthly package including content writing and optimization, tailored to the company's ongoing communication needs

Pricing: From €300 per month

Scope of Services : Copywriting services do not include legal or regulatory writing




MY SERVICES

Professional Translation Services

Professional translation of your administrative documents in French, English, and Arabic.
Each translation is carried out with accuracy, terminological consistency, and full respect for context, ensuring a clear, faithful, and purpose-driven result aligned with your objectives

| Services | Pricing |
|---|------------------------------|
| Professional translations FR → EN, EN → FR, AR → FR, FR → AR, EN → AR, AR → EN | €30 per page |
| Technical translations or translations requiring research FR / EN or EN / FR <i>For specialized or structured content that needs further research and enhanced terminological consistency</i> | €40 per page |
| Translation Proofreading and Editing Accuracy and fluency review | €15 per page |
| Advanced Layout Formatting Depending on the complexity of the format | 10-20 % of the basic pricing |

 Deadlines are communicated according to the length and technical complexity of the content.
All urgent requests are reviewed on a case-by-case basis



MY SERVICES

Business website design

Creation and design of professional informational business websites (non-e-commerce), using specialized tools, featuring elegant layouts and full support through to the launch of your website

Services

Pricing

Custom Informational Website Creation **Simple informational website (1 to 3 pages)**

- ✓ Custom design
- ✓ Responsive website (desktop & tablet)
- ✓ Contact form
- ✓ Support with content writing
- ✓ Assistance with website launch

Essential Package
€300

Complete Informational Website (up to 5 pages)

- ✓ Custom design
- ✓ Responsive website (desktop & tablet)
- ✓ Contact form
- ✓ Support with content writing
- ✓ Assistance with website launch
- ✓ Guidance on domain name selection and hosting
- ✓ Basic SEO optimization – professional website structure for optimal search engine visibility

Pro Package €600

- ♦ Hosting and domain name registration remain the responsibility of the client (guidance available if required)
- ♦ This website was entirely designed and structured by MCM Assistance, using the same tools and methods offered to clients



MY SERVICES

French language training (FLE) for international professionals

Professional language training designed to support international employees in improving their French communication skills.

The approach is practical and business-oriented, focusing on job-specific vocabulary and real-life professional situations, with the objective of ensuring effective integration and smooth communication within the company

I offer flexible and targeted training packages designed to support fast progress and meet the demands of busy professionals.

Each learning path is structured around practical, real-life situations, with individualized support throughout

Individual Hourly Rate

✓ €55 per hour – for one-off or targeted sessions

Ideal for addressing immediate needs (preparing for an interview, clarifying a specific linguistic point, etc.).

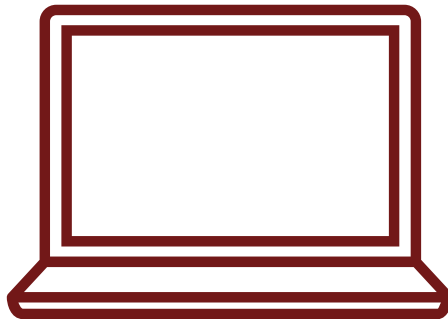
Customized Monthly Package

✓ €200 per month – 1 session per week (4 hours per month)

✓ €360 per month – 2 sessions per week (8 hours per month)

A structured, ongoing program, tailored to your pace and professional objectives.

Training sessions are proposed online (via video conferencing), with 1 to 2 sessions per week, depending on the selected package. This format is particularly well suited to professionals with demanding schedules, allowing sessions to be easily integrated into their routine without travel constraints



HOW I WORK

Key Steps of Collaboration with MCM Assistance :

1. Initial Consultation

Analyze your needs, objectives, and priorities, and discuss them together to gain a clear understanding of your expectations.

2. Personalized proposal

You receive a clear, tailored proposal, aligned with your request and including pricing and delivery timelines.



3. Project Execution

Once the quotation is approved, the assignment begins. I deliver the services remotely, in full compliance with the agreed timelines and terms.

4. Delivery & Client Feedback

You receive the completed services, with the possibility to request minor adjustments if necessary. Depending on the nature of the project, follow-up support may be provided.

A final review can also be offered at the end of the assignment to ensure your complete satisfaction.

5. Ongoing Collaboration (Optional)

If needed, we can set up a recurring service (monthly or package-based).

Throughout the collaboration, communication remains clear, smooth, and transparent.

Thank you for your trust



Contact MCM ASSISTANCE

A project, a one-off assignment, or ongoing support?
Please feel free to contact me to discuss your needs!



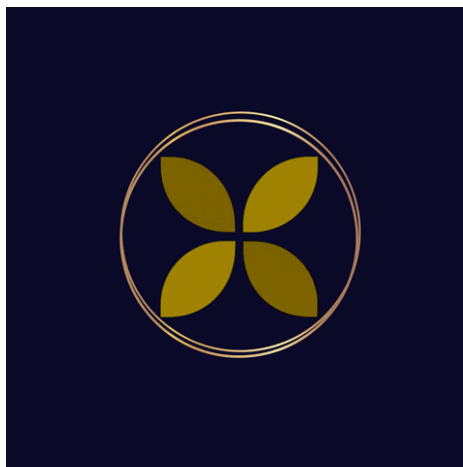
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MCM ASSISTANCE — Your administrative and linguistic partner

Concrete solutions, reliable service, real time savings

I support you with rigor and efficiency

