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RCG WELCOMES DIRECTOR OF BUSINESS SUPPORT SERVICES

New service to help alleviate burden of tedious company paperwork for area contractors



Staff Photo/STEPHANIE DUFFEY
Robin Artis, Administrative Officer for Roanoke Energy Resources, Inc, a subsidiary of Roanoke Electric Cooperative is the new Director of Business Support Services which provides administrative services to area contractors.

RICH SQUARE, N.C. – Most small business owners and contractors lack the manpower to manage business operations in the field as well as in the office. Many wish there was a way to do both.

Now, thanks to Roanoke Construction Group’s Business Support Services, there is. The Business Support Services division of Roanoke Construction Group expands the level of services contractors can tap into to relieve them of the burden of administrative tasks necessary to the proper function of their businesses.

“More often than not, contractors are so busy doing

estimates, picking up supplies and materials, driving from job to job and managing work crews that they don’t have the time or energy to devote to paperwork,” said Roanoke Construction Group Director Sondra Dickens. That’s why Roanoke Construction Group saw value in providing back office support.

The services, which include everything from scheduling jobs and consultations to preparing contracts for customers and executing marketing plans, makes it easier for contractors to continue their productivity in the field without being bogged down by paperwork in the office. “This service is particularly helpful for contractors who do not have any office staff,” said Dickens.

To manage these services, Roanoke Construction Group sought the expertise of Robin Artis, who will serve as Director of Business Services. No stranger to such a task, Artis performs the same type of administrative duties for Roanoke Energy Resources, Inc., a subsidiary of Roanoke Electric Cooperative.

“Contractors want to grow their businesses and increase their capacity to handle larger jobs, and we want to help them,” said Artis who believes her efforts will ultimately have a positive

impact the local economy. “So far, I have conducted assessments and am working on cost proposals for three small business owners interested in contracting our services,” she said.

Other business support services available to contractors include: procuring materials, executing invoice/job owner validation, invoicing, collecting current and past due accounts, coordinating customer loans, obtaining permits, finding sub contractors, and coordinating customer callbacks.

For more information about Roanoke Construction Group’s Business Support Services, contact Robin Artis at 252-539-2236 ext. 263 or Sondra Dickens ext. 282.

About The Roanoke Center

The Roanoke Center, located in Rich Square, N.C., was founded in 2003 and fosters sustainable economic and community development in northeastern North Carolina by addressing the needs of individual citizens and businesses. The Roanoke Center houses Roanoke Construction Group and Communities In Schools of the Northeast.