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## **Administrative Help - Virtual Assistant - Typing amp Secretarial Services**



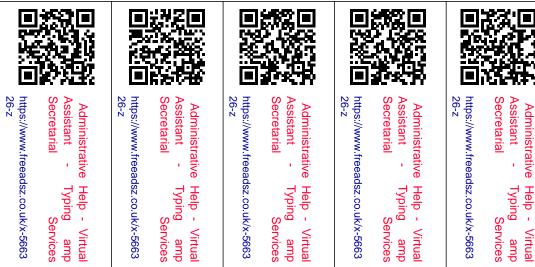
Wales, Mid Glamorgan Location https://www.freeadsz.co.uk/x-566326-z



I provide a professional and friendly personal or remote business support to sole traders, consultants and small businesses and individuals who need administration assistance, but don't want to take on a fulltime employee. I can support you with anything from filing through to a confidential audio transcription service or on-going secretarial and PA support.

Services include:

Letter composition/writing Digital audio and copy typing Internet research Manuscripts, theses, reports & dissertations Proof reading Diary and email management **Travel arrangements** General administration and filing



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