

Administrative Help - Virtual Assistant - Typing amp Secretarial Services



Location

Wales, Mid Glamorgan

<https://www.freeadsz.co.uk/x-566326-z>



VP Administration, Typing & Transcription Services

<https://vpadministration.com/>

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 full-time 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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