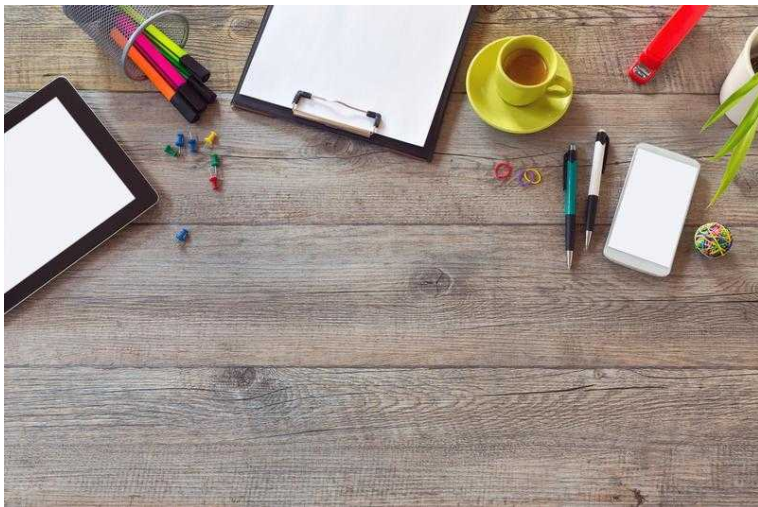


Secretarial amp Administration Service



Location

Wales, South Glamorgan

<https://www.freeadsz.co.uk/x-167568-z>

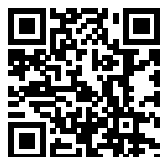


I work from my own office to help your business with those time consuming administrative tasks! This could be anything from typing dictations, correspondence, quotes and invoicing to managing your marketing, social media, recruitment or larger ongoing projects. We also offer a bookkeeping, tax and accounts service. This allows you extra time to concentrate on growing your successful business and do what you do best! I provide a professional, confidential and flexible service, allowing you to buy as much or as little support as your business requires.;



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