

# VIRTUAL OFFICE ASSISTANT



Location **South East, Surrey**  
<https://www.freeadsz.co.uk/x-170412-z>



**VIRTUAL OFFICE ASSISTANT** - Available to do all those office tasks that you don't have time to do, or don't have the skills for, or just want a professional job done at a competitive price. I can work from my home or yours, as well as from company offices, and offer the following services:- CV Packages, Copy Typing, Databases, Research, Data Input, Data Cleansing, Manuscripts and Dissertations, Telephone Answering, Booking Appointments, Email Handling, Diary Management, Editorial Proof Reading, Mail Shots, E-mail Shots, Presentations, Website Editing, Artwork Creation, Spreadsheets, Word Processing, Social Media, Marketing, Event Management, Promotions, Press Releases, Advertising. I have been the main compilation assistant for the UK Police Force Directory since 2003, which is used as the main source of information and contacts for ALL police forces, government ministries and agencies, as well as overseas territories. I have previously worked for nearly 11 years in the automotive industry, as Group Marketing Coordinator for 9 Volvo car dealerships, where I was responsible for all aspects of marketing the Volvo brand, via local press, magazines, radio, online and offline, events, promotions and new model launches (both in-house and outdoor), dealing with product placements, database administration and management and editing of the websites. I'm a fast, but accurate data input person, and have meticulous attention to detail, as well as used to working under pressure and working to tight deadlines and to budget. Contact me on 020 8661 9707 or 07735 860106 to discuss your exact requirements. 10% discount for all first-time.

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