

# Virtual Administration Service - SJ Office Support



Location

**South West, Hampshire**<https://www.freeadsz.co.uk/x-191955-z>

Professional and friendly home-based office support for businesses requiring that little extra help with the day-to-day tasks. Our aim is to take away the pressure of those tasks, leaving you to get on with your day job. Based in Fareham, Hampshire, we can offer regular support on an on-going basis, or support you with ad-hoc/occasional tasks. With a minimum booking of 1 hour, we could save you money and time opposed to the alternative options. Services include: General administration support Word processing, including writing up quotes, confirmations and customer correspondence, reports, minutes Sending e-mails Answering customer calls (within specified hours) Organising and maintaining filing systems Credit control Invoicing, and some basic bookkeeping PowerPoint Presentations Spreadsheet databases Data input Internet research Arranging business travel SJ Office Support can help you by: Providing a flexible service so you have business support as and when you need it Helping you stay in control of costs - either through an hourly rate as you need it, or a set fee for specific tasks Efficient service - we will complete your tasks efficiently whilst maintaining accuracy No additional office space needed - we have our own home office No recruitment fees or PAYE to pay - all work is invoiced A professional, reliable office support service - when you need it Contact us now to discuss in more.

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