

Local business support



ole Traders/Small Business

Nonthly/Quarterly Accounts

nvoicing/Payments

layroll

uww.edenbookkeeping.co.uk



Location **South East, East Sussex** https://www.freeadsz.co.uk/x-250437-z



Experienced office administrator and records manager available to provide support to local businesses. Good knowledge of electronic and paper records management, database design and maintenance and all MS office packages and office activities. One off or regular support available. Please contact for further information and a return.

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