

Business Assistant for home or office support



Location

South East, East Sussex<https://www.freeadsz.co.uk/x-271319-z>

IT and secretarial support when you need it for just as long as you need it. On site or remote office support by experienced database manager and administrator. I am a confident user of all MS office applications and can learn new packages quickly. Database design & management Data cleansing Excel Research Filing, electronic or paper Invoicing Transcribing Bookkeeping ;



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