

Virtual Assistant, Admin Assistant, PA, Secretary



Location

South East, West Sussex

<https://www.freeadsz.co.uk/x-277035-z>

Our Virtual Office service allows companies without a business address to present a professional image to customers and clients by assisting with administration and telephone calls.

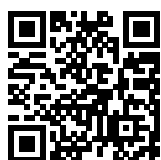
The Smart lemon virtual assistant makes ends meet by working for multiple clients. So you can hire us to work for only the hours that you need us for. If you just need someone for five or so hours a week to take phone calls while you're in meetings or onsite with a customer, we can do that. If you need us to work more hours one week, we can usually accommodate that.

Outsourcing your work load will reduce costs by transferring portions of your work to us rather than completing it internally. Therefor saving you time, and making yourself more money! The Services we offer are as follows..... Call minding service, Email management, Diary management, Social media management, holiday, sickness and maternity cover, invoicing, internet research, arranging travel, event management, customer service, ordering supplies, recruitment and interview service, transcription, vehicle hire, event planning, gift shopping, personal errund's, appointment setting, hotel and flight bookings, creating basic reports, presentation development, project management, image sourcing, document management, to-do-lists, obtaining quotes, personal appointment booking, annual renewals, holiday research and bookings, home maintenance research, pet welfare our aim..... To provide businesses and Entrepreneurs with a service that helps with their workload and to-do lists, so they can concentrate on using their time more effectively to grow their business. ;



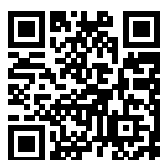
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