

Freelance PA amp Admin Assistant



Location

East Midlands, Leicestershire

<https://www.freeadsz.co.uk/x-289466-z>

I work as a freelance PA & Administration Assistant for small businesses and sole traders throughout the Midlands from my office based in Leicestershire. Having gained over 27 years experience in secretarial and office administration, I have worked across several industries including Public Sector, Independent Education, Military Education, Facility Management, Health & Safety and Construction. My experience covers administration, book keeping, secretarial, IT, sales, marketing, web design and social media. With many years experience in senior roles, and an experienced business owner myself, I am confident I can make a positive impact on your business. The majority of my current clients are based around the Midlands area. However, due to the nature of working virtually, I can work with clients all over the world.

The Benefits of using a Freelance Administration Assistant.

- No payroll, Tax or National Insurance to pay
- No Holiday Pay or Sick Pay
- No Recruitment Agency Fees
- Flexible contract (no long term commitments)
- Only pay for the work you need completing
- No office overheads I have a professional, fully equipped office with Public Liability and Personal Indemnity insurance. I am self employed, so you are not liable to pay tax, national insurance costs, holiday pay or sick pay. I can work on an ad-hoc or regular basis, depending on your needs - giving you support as and when you need it without entering into any long term contracts or paying expensive temp agency fees. Flexibility is key - I work to your timescales and agreed deadlines.

I work remotely so no need to find me a!



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