

Could you use a Virtual Assistant



Location **South West, Avon**
<https://www.freeadsz.co.uk/x-291214-z>



A virtual assistant provides professional administrative, technical, assistance to clients remotely from a home office. I'm a highly-organized Director-level Virtual Assistant who provides business support to a wide range of professionals including busy entrepreneurs, executives, consultants and business owners, both in the UK and abroad. I have extensive PA and international administration experience across a number of industry sectors, in France, in the US and the UK. I specialize in providing cost-effective support in multilingual and multicultural communications. I'm currently offering services that include: - Transcription to and from French, Spanish, English in any pair combination - Translation to and from French, Spanish, English in any pair combination - Interpreting to and from French, Spanish, English in any pair combination - Writing Copy-Editing Proofreading Admin Support Research - Diary & Email Management - Travel Arrangements Event Management * Virtual meeting room available, fully equipped for multiple speakers with audio and video as well as recording feature, video viewing, notes taking and more. Delegating tasks and asking me to assist with ongoing projects, will allow you to focus on your business growth. If you don't already work with a Virtual Assistant, I could be just what you need to free up some of your time. Don't hesitate to get in touch and book a free consultation to find out how I can help with your business. Call: 03300011389 (UK Number) eMail: [email]



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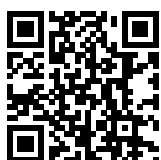
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