

# Virtual Administrative Services



Location **Scotland, Midlothian**  
<https://www.freeadsz.co.uk/x-296059-z>



For as little as £10 per hour, Edinburgh Admin and Research Support provides comprehensive administrative support to people and businesses. Services include: Typing and Formatting Documents; Podcast Transcription; Proofreading and Editing; Fast Track Service for urgent work; Data Entry; Creation of Simple Spreadsheets; Powerpoint Presentations; Online Research; Project Support; Ad hoc Administration. For further information please visit our website: [edinburghadminandresearchsupport.co.uk](http://edinburghadminandresearchsupport.co.uk)  
 Email: [email protected] Kind regards, Nikki ;

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