

Virtual Administrative Assistance



Location **Scotland, Midlothian** https://www.freeadsz.co.uk/x-298416-z



From 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 infomation please visit our website: edinburghadminandresearchsupport.co.uk Email: Kind regards, Nikki;

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