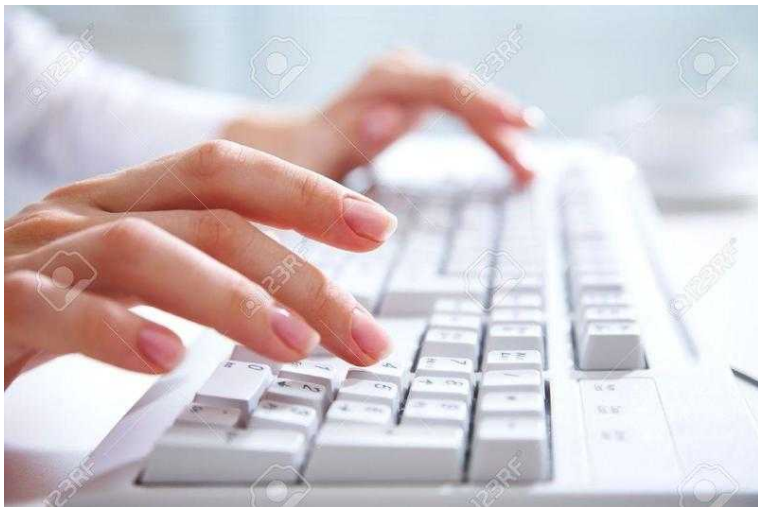


Virtual Assistant



Location

South West, Somerset

<https://www.freeadsz.co.uk/x-298945-z>



Expert PA Skills provides virtual office support, PA and secretarial services to small businesses such as word processing, spreadsheet creation, PowerPoint presentations, database entry, audio-transcription, newsletters, proof-reading and diary management. If you would like the expertise of a Personal Assistant for specific projects, holiday cover or maternity leave, I can provide this. The benefits of outsourcing will reduce your workload, leaving you more time to focus on running your business. ;



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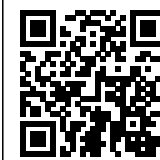
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