

Calling all small businesses, sole traders and entrepreneurs



Location

South East, West Sussex

<https://www.freeadsz.co.uk/x-325352-z>

I am a highly motivated, hard working PA with extensive experience working in offices and on a 'virtual' basis from home for various small businesses and individuals. Fluent in French and qualified in proofreading and copy editing, I have more skills than the average secretary and am a graduate with excellent verbal and written communication abilities, experience in research of all kinds and expertise in MS Office software in addition to social media and internet marketing. With various family commitments, I am keen to work flexibly from my home in Shoreham-by-Sea where I have a fully equipped home office with broadband connection. I can offer employers a fast, efficient service for either one-off outsourced projects or as an on-going part-time administrative support service. I am able to offer an overnight service and work bank holidays and weekends in addition to Monday-Friday around my other commitments. I am happy to provide a comprehensive CV, glowing testimonials and references from existing and previous employers on.



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