

Pink Onyx - Virtual Assistant amp Business Services



Contact us on 0117 318 1770 to find out how we can help you and your business.

Alternatively, please email: info@pink-onyx.com

www.pink-onyx.com

Location **South West, Avon**
<https://www.freeadsz.co.uk/x-353580-z>

We are a team of two Virtual Assistants who provide remote business support to sole traders, consultants and small businesses who need help, but don't necessarily need a full-time employee. We can support you with anything from basic, ad-hoc admin tasks to on-going secretarial and PA support.

Do you do business internationally? No problem. We speak English, Spanish and French and can provide any of our services in those languages.

Our services include (but are not limited to):

- Data entry
- Audio/Copy Typing
- Creating, editing and formatting of Word documents, templates and guides
- Creation of Excel spreadsheets
- PowerPoint presentations
- Translations/Transcription
- Interpretation services
- Internet Research
- General typing services
- Preparing quotes and invoices
- Bookkeeping and Credit control
- Property management

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