

# Secretarial amp Administrative Assistance



**Girl Friday Secretarial & Administrative Services**  
 Lisa Rumbold, Sole Proprietor  
 Tel. 01403 241193, Mobile. 07704 734 111  
 Email. lisa.rumbold@btinternet.com

- \* Typing Support: copy typing, audio notes, flipchart notes collated in a presentation, PowerPoint presentations, references, reports, newsletters, spread-sheets, data input.
- \* Diary Management: scheduling of business meetings, coaching sessions, birthdays, anniversaries, Christmas cards.
- \* Social Networking: managing your social media accounts, such as Facebook, Twitter, LinkedIn.
- \* Travel & accommodation, Visa applications, leasing of cars, MOT's, car tax.
- \* Full knowledge of Sage Accounting; managing your invoices, purchase orders, expenses and salary payments.

Location

South East, West Sussex

<https://www.freeadsz.co.uk/x-371206-z>

Secretarial & Administrative assistance then please call Girl Friday.;



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