Admin amp Writing Services



Location **South East, Berkshire** https://www.freeadsz.co.uk/x-516826-z



I have over 20 years experience in admin and I wish to offer my services as a virtual assistant (like a PA or secretary but from home). I can do anything including but not limited to: data entry, calendar, email and travel management, creating presentations and formatting documents, and researching.

As a writer I can offer any service that involves words and grammar (blog writing, proof-reading, copywriting, website content creation,vetc). I can help with social media as I have knowledge in this area too. I am charging an introductory rate of £10 per hour for April and.

