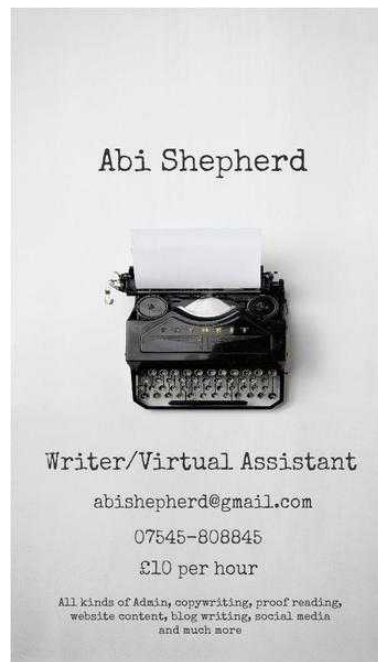


Admin amp Writing Services



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, copy-writing, website content creation, etc). 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.



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