

# AD HOC - Flo MacKenzie

**AD HOC**  
PA/Secretarial  
& Administration Services

**Hate paperwork?**

- ◆ Receipts in a pickle?
- ◆ Not enough hours in the day
- ◆ Updating/maintaining databases
- ◆ Data entry
- ◆ Basic Bookkeeping
- ◆ Chasing outstanding invoices
- ◆ Diary/calendar management
- ◆ Email management - Labels/Filters/Folders
- ◆ Boring tasks, Quick tasks, Never-ending tasks!

**One-off or a regular requirement**  
Daily rate, Any day of the week!



**Contact:**  
**Flo MacKenzie**  
**07770 687 007**  
[flomac140205@gmail.com](mailto:flomac140205@gmail.com)

Location

**South East, West Sussex**

PA/Secretarial &amp; Administration

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<https://www.freeadsz.co.uk/x-518021-z>**AD HOC - Flo Mackenzie**