

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:
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Location

South East, West Sussex

<https://www.freeadsz.co.uk/x-518021-z>

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