

# Flexible Private PA support amp secretarial service



Location **South East, East Sussex**  
<https://www.freeadsz.co.uk/x-553533-z>



Professional, friendly and flexible, all-round PA / EA, secretarial and admin support available (right away) on-site and remotely; ad-hoc to long term.

Services:

- email, correspondence and diary management
- typing and professional business documents
- business & personal travel organisation
- banking and bookkeeping assistance
- office and personal property management
- personal shopping & purchasing
- private event organisation
- business meetings and conference organisation
- ... and everything else in between

Please tel. sasha on 07891 459996 07891 4599...(click to reveal full phone number) for further info or to arrange a free consultation.



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