

Virtual Assistant - PA, Secretarial and Administration





Location **Wales, Gwent**
<https://www.freedasz.co.uk/x-557949-z>

VP Administration, Typing & Transcription Services

I provide a professional and friendly personal or remote business support to sole traders, consultants and small businesses and individuals who need administration assistance, but don't want to take on a full-time employee. I can support you with anything from filing through to a confidential audio transcription service or on-going secretarial and PA support.

Services include:

- Letter composition/writing
- Digital audio and copy typing
- Internet research
- Manuscripts, theses, reports & dissertations
- Proof reading
- Diary and email management
- Travel arrangements
- General administration and filing

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