

Independent Administrator



Location

Yorkshire and the Humber, North Yorkshire

<https://www.freeadsz.co.uk/x-570410-z>



Are you spending too much time handling administrative tasks? Would you like to free yourself from tedious detail work so you can focus on building your business? If the answer is yes, then we should speak.

I offer a track record in office management and administrative support. You will benefit from my following key strengths:

Computer expertise, with proficiency in all MS Office programs (Word, Excel, PowerPoint, Outlook and Access).

Broad-based experience covering a full spectrum of administrative duties, including executive support, office management, billing/invoicing, payroll administration, customer care, account management, database administration, document preparation, travel/meeting coordination and project/program support.

Superior multitasking talents, with the ability to manage multiple high-priority assignments and develop solutions to challenging business problems.

A proven reputation, with a consistent history of exemplary performance reviews and recognition for driving efficiency improvements to office systems, workflows and processes.

I hold recognised certificates in Customer service and Business Administration. I work remotely from my own home office, saving you office space and money.

I am confident that if you hire me as your administrative assistant, you will have more time and energy to concentrate on growing your.



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