

A-Z of Services Available

Appointments

Arrange and Booking: Cars/Hotels/Restaurants/Catering

Bulk Mail Services

Cash Flow Forecast Reports

Coaching/Business Guidance

Data Entry

Diary Management

Event Planning

Excel Reporting

General Administration

Internet Investigations and Research

Liaise with Customers and Suppliers

Maintaining Purchase and Sales Ledgers
(organise payments and chase late payments)

Manage Budgets

Manage Correspondence and Incoming/Outgoing Post

Manage Emails

Marketing Assistance

Monitor and Place Purchase Orders

Organise Travel & Accommodation Arrangements

Prepare Reports

Resume/C.V

Sourcing Venues and Arranging Meetings/Conferences/Seminars

Spreadsheet Design and Update

Business Start-up Assistance

Word Processing

Also: any tasks that may be trivial but essential to the running of your business