

Secretarial and admin support services



Biz Services

Tel: 01295 811126

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Office Support Solutions



Too busy running your business to do paperwork?

Does that 'To Do' pile just keep getting higher?

As a business owner you can't do everything yourself. Whatever your skills, you know your time is most effectively focused on activities that grow your business and generate revenue.

So what's the solution? The answer's simple.

By outsourcing your admin and secretarial work to my virtual office, you get just the level of business support you need - without the expense of costly in-house staff and office space.

You have direct access to an experienced professional with high standards and an efficient, cost effective and reliable service is guaranteed.

My virtual office service is there to give you whatever you need, whenever you need it.

I can help you with anything from general admin, including letters, quotations, invoices, CV writing, file conversion, spreadsheets, flyers etc to computerisation, payment chasing, research projects, search engine optimisation and setting up admin systems for your new business. Also on-site temporary cover for administrative staff.




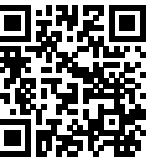
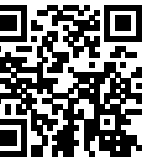
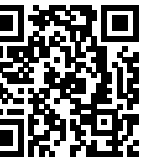


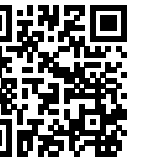

Just call or Skype me or email to discuss your requirements.

Email Tel: 01295 811126

Location **South East, Oxfordshire**
<https://www.freeadsz.co.uk/x-162176-z>

Secretarial and admin support services, Self-employed administrator/secretary/pa working from home, looking for new clients, offering general admin, including letters, quotations, invoices, CV writing, file conversion, mailshots, flyers, computer tuition, payment chasing, research projects etc. Also on-site temporary cover., Banbury,.

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