

Pink Onyx - Virtual Assistant amp Business Services



VA BUSINESS SERVICES

Contact us on 0117 318 1770 to find out how we can help you and your business.

Alternatively, please email: info@pink-onyx.com

WWW.PINK-ONYX.COM



Location **South West, Avon**
<https://www.freeadsz.co.uk/x-353580-z>

We are a team of two Virtual Assistants who provide remote business support to sole traders, consultants and small businesses who need help, but don't necessarily need a full-time employee. We can support you with anything from basic, ad-hoc admin tasks to on-going secretarial and PA support.

Do you do business internationally? No problem. We speak English, Spanish and French and can provide any of our services in those languages.

Our services include (but are not limited to):

- Data entry
- Audio/Copy Typing
- Creating, editing and formatting of Word documents, templates and guides
- Creation of Excel spreadsheets
- PowerPoint presentations
- Translations/Transcription
- Interpretation services
- Internet Research
- General typing services
- Preparing quotes and invoices
- Bookkeeping and Credit control
- Property management

- Diary/Email management
 - General admin

Why not just get in touch with a one of our clients or need some help to help you get your business back on track?

So say goodbye to your to-do list and pass it over to us. Real support and when you need it, pay and simple.

Contact us today to arrange your free, one hour

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