

Secretarial amp Administrative Assistance



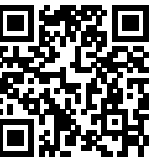
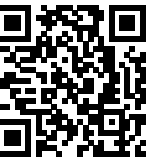
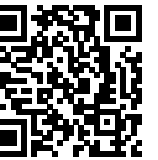



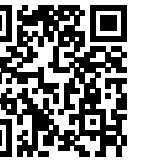
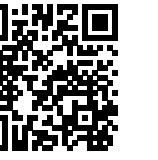


Girl Friday Secretarial & Administrative Services
 Lisa Rumbold, Sole Proprietor
 Tel. 01403 241193, Mobile. 07704 734 111
 Email. lisa.rumbold@btinternet.com

- * Typing Support: copy typing, audio notes, flipchart notes collated in a presentation, PowerPoint presentations, references, reports, newsletters, spread-sheets, data input.
- * Diary Management: scheduling of business meetings, coaching sessions, birthdays, anniversaries, Christmas cards.
- * Social Networking: managing your social media accounts, such as Facebook, Twitter, LinkedIn.
- * Travel & accommodation, Visa applications, leasing of cars, MOT's, car tax.
- * Full knowledge of Sage Accounting; managing your invoices, purchase orders, expenses and salary payments.

Location **South East, West Sussex**
<https://www.freeadsz.co.uk/x-371206-z>

Secretarial & Administrative assistance then please call Girl Friday.;

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