











Call answering, virtual PA, remote office management from 40 a day



Location **South East, Surrey**
<https://www.freeadsz.co.uk/x-491176-z>



Avoid the hassle and expense of a full time member of staff, and let me handle:- call and mobile phone answering (with messages taken and stored for you to read later by text/email/). I can help with customer emails and enquiries, marketing campaigns and market research; data entry (Excel spreadsheets updated and cleaned), payment chasing, sales, bookings and payment processing. All activity is logged, feedback is captured and reports are supplied to you at the end of the week via e-mail. Whether you are on a tight budget, or just need more flexibility to manage your workload, for only £40 a day, you can have a virtual office manager who understands your business and can run your office remotely for you, Monday - Friday 9.30 am-5.30pm.;

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