


# Secretarial Services - Virtual Assistant

**VP Administration,  
Typing & Transcription  
Services**











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<https://www.freeadsz.co.uk/x-550852-z>

VP Administration, Typing & Transcription Services

I provide a professional and friendly personal or remote business support to sole traders, consultants and small businesses and individuals who need administration assistance, but don't want to take on a full-time employee. I can support you with anything from filing through to a confidential audio transcription service or on-going secretarial and PA support.

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