

Girl Friday - Administrative amp Accountancy Services













Girl Friday Administrative & Accountancy Services
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- Administrative Support:** business plans, copy typing, audio notes, blogs, PowerPoint presentations, CVs, references, reports, newsletters, spreadsheets, data input, mailshots, diary management, tender preparation.
- Bookkeeping / Accounts:** managing your invoices, purchase orders, expenses and PAYE, payroll management. Full knowledge of Sage.
- Social Networking:** managing your social media accounts, such as Facebook, Twitter, LinkedIn.
- Marketing: promoting:** selling products or services, including market research and advertising.

Location **South West, Isle Of Wight**
<https://www.freeadsz.co.uk/x-552254-z>

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