




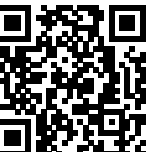






Freelance Secretary



Location **South West, Cornwall**
<https://www.freeadsz.co.uk/x-583883-z>



I offer a flexible and convenient administration service for small businesses or individual support. Some of the usual tasks I undertake are typing, transcription, minute taking but I also help maintain diaries, type up memoirs, phone cover, data inputting and even collection and scanning of post when on holiday. The list is not exhaustive so please do not hesitate to discuss other options with me. I generally work from home but will be happy to discuss coming to your premises for short periods. I charge a fee from £15.00 per hour for general administration work which you will find comparable to other freelance secretaries. You may find some cheaper and you will certainly find some more expensive. What I can offer you is a confidential, timely and honest service. Please feel free to contact me for more information and I hope to do business with you.

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