

Virtual Assistat

from: Absolute Admin

Price: £0.00

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Expiration Date: 0000-00-00 00:00:00

Description

At Absolute Admin we truly want to help you stay focused on what is important to you, giving you back the time to enjoy running, and growing, your business. Are you constantly overwhelmed by your ever growing “to do” list? Are you spending more time on administration tasks than you are focussing on building your business? Do you spend too much time answering emails, dealing with customer queries, arranging important meetings and chasing those all important invoices? If the answer to any, or all, of the above questions is YES, then Absolute Admin is the answer to your ever increasing workload. Whatever you need, I can help! No task is too small or too routine. I love to organise and implement procedures, resolve problems, deal with customers and suppliers, all so you can get on with developing and growing your business. I provide administration, customer service and managerial support, giving help and assistance to small business owners who are struggling to keep on top of their “administration” tasks. The services I offer include, but are not limited to, the following:

- Customer service: liaising with customers in a timely and articulate manner, from initial enquiry to request for final payment (written or verbal correspondence);
- Diary and email management: ensuring no appointment is missed or customer not contacted;
- Credit control: the creation of quotations and invoices, payments to suppliers;
- Sub-contractor and PAYE recruitment, contracts, paperwork and de

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