



VIRTUAL ASSISTANTS

free your time...

Flexible, cost effective staff for busy companies, start-ups & families:

- Hire a fully trained Virtual Assistant using the latest technology
- Gain a reliable employee but save up to 40% on salary costs
- Available for quick turnaround & out of office hours work
- No office space needed & you only pay for hours required

our virtual assistant services...



Administration

Let us relieve you of everyday administrative jobs, no job is too big or small! Just a few of the general admin services we can offer you:

- Diary & Email Management
- Book keeping
- Virtual PA & Receptionist
- Uploading documents to USB, CD, Dropbox or FTP
- Presentations & spread sheets in PowerPoint, Word and Excel
- Typing, Dictation, Proof Reading & Data entry
- Payroll
- Human Resources

£25 per hour



Online Marketing

Our experienced VA's can plan, implement & manage your online marketing strategy, also providing in depth reports on what's working best for your brand. We can also provide a one-off consultation if you'd prefer to maintain your marketing in-house. Here's the online services we offer:

- Social Media
- SEO
- Blogging & content aggregation
- PPC & Display advertising
- Web design & build
- Photography for the web

£35 per hour



Event Research & Planning

We can research, find & book venues for your event internationally, from a corporate launch to a house warming party. Let us manage & design invitations, source caterers, suppliers and gifts, plus secure priority access to global corporate/sporting events. Here's just some of the areas we can cover:

- Conferences & Seminars
- Exhibitions & trade shows
- Global corporate entertainment
- Promotional & PR events
- Family celebrations & Childrens birthday party's

£25 per hour

Further Services

Do you need assistance beyond the services listed here? Email or call us, we are happy to accommodate your specific needs, or source somebody who can. We have a vast network of quality staff and suppliers in London and the UK as a whole and we are always on the look out for more ways we can help our clients.

Call or email Julie for a no obligation quote

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