

HAVE YOU EVER WISHED YOU
HAD ONE OF THESE ON YOUR
DESK?



Could Your Business Benefit From A Virtual Assistant?



CLEAR VIEW ADMINISTRATION

Delivering clarity, expertise and efficiency

- Is your business demanding more & more of your time?
- Do you hate paperwork and keep putting it off till the last minute?
- Do you need administrative support for your business outside traditional office hours?
- Do you need to delegate some tasks to free up your valuable time?

If you would like to discuss an ad hoc piece of work or on-going administrative support for your business, please contact Tanya at Clear View Administration

T: 0844 414 8478

M: 07904 471 402

E: tanya@clearviewadministration.co.uk

www.clearviewadministration.co.uk

42 Beatrice Ave

London, SW16 4UN

PA and Office Services

Save valuable time and money by handing over these admin tasks to me, I can handle them quicker, leaving you free to focus on the activities that generate income

Why use Clear View Administration?

By working together with me, I will enable you:

- Reduce your workload
- Gain time and clarity
- Grow and develop your business
- Concentrate on achieving results
- Work towards your business goals
- Do the work you enjoy
- Delegate what you do not like doing

Invoice Creation and Book Keeping

Property management

Data entry

Filing online or on site

Set up and maintain social media

Market research online and offline

Attendance of exhibition shows

Wordpress website maintenance

Email and Diary Management