



Available Services

Administrative & Organisation

- Managing emails (inbox/es, filtering, flagging important messages)
- Diary/calendar management & scheduling appointments
- Data entry and database upkeep / cleansing
- Creating, formatting, and proofreading documents
- Travel arrangements (flights, trains, accommodation)
- Handling calls or voicemails
- Filing and cloud storage organisation (Google Drive, OneDrive, Dropbox)
- Taking and distributing minutes

Finance & Business Support

- Creating and sending invoices
- Chasing late payments
- Tracking expenses and receipts
- Highlighting bill payments that are due
- Reconciling payments in Xero
- Creating job adverts
- Researching business development opportunities

Marketing & Social Media

- Managing social media accounts (posting, engaging, scheduling)
- Creating simple graphics in Canva

Customer & Client Support

- Responding to customer service emails and messages
- Following up with clients/leads
- Booking appointments or reservations for clients

Project & Event Assistance

- Booking venues and catering
- Managing RSVP lists for events

If you don't see the service you're looking for listed above, feel free to get in touch so we can discuss how I might be able to assist.