

PACKAGES

These are flexible and will be tailored to your business needs

Ad Hoc

£25 per hour
minimum charge 1 hour
after which £6.50 charge for
every 15 minutes

Prepaid Ad Hoc

6 hours
to be used within 6 months of
purchase
£145

Lite

2 hours per month
plus email updates
£50

Standard

5 hours per month
plus email updates
£120

Premium

10 hours per month
plus email updates
£230

Executive

20 hours per month
plus email updates
£440

Packages and retainers are charged according to tasks, frequency, and turn-around time.

Please contact me for a free initial consultation completely without obligation.



SERVICES INCLUDE BUT ARE NOT LIMITED TO EXAMPLES SHOWN BELOW

Minute meetings



Web Building



Audio Typing and Transcription



Any other admin tasks



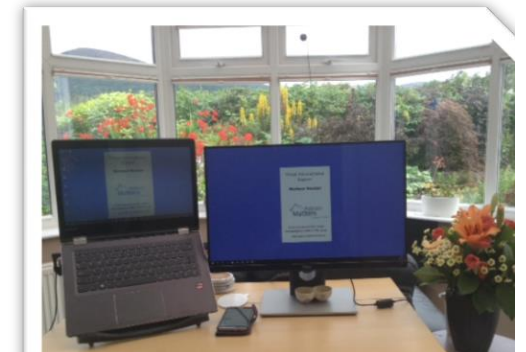
- Diary and Email Management
- Microsoft 365
- Creating templates, leaflets, and newsletters
- Word processing and templates

Please contact me to discuss your admin



I AM AN INDEPENDENT FREELANCE ADMINISTRATOR WORKING FROM MY OWN OFFICE, SUPPORTING BUSINESSES.

Fully insured and launched on 1st August 2017 with the aim of providing quality administrative services for businesses and organisations tailored to their business needs – one off, as and when or on a regular basis; planned or as emergency cover.





IS THIS YOU?

#1: You aren't getting to the end of your to-do list any time soon or they are mundane but crucial tasks that get moved, month after month

#2: For each task you finish, there are at least two that take its place

#3: Just thinking about your inbox is raising your stress levels

#4: Tasks that need doing, that you don't have the skill or desire to do or you just want to focus on what you're good at!

#5: Overwhelmed by the time it takes updating your social media

Then contact me!!

TIPS

Do – assign all reoccurring tasks that distract from your core duties.

Do – give precise instructions and be explicit about the deliverables you expect.

Don't – give tasks best performed by yourself.



HOW IT WORKS

You send me the tasks you need completing by email or another format.

I return these to you, meeting the timescale and requirements as discussed during our initial consultation.

PROFESSIONAL BACKGROUND

- Over 25 years' administrative experience
- ICM accredited Minute Taking
- Jadu Web Publishing
- Microsoft Office including Word and Excel Advanced
- PDA in Office Administration

Check my LinkedIn profile for further information:

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CONTACT DETAILS

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