

# Focus on building your business and let someone else juggle your admin!



Are you **in need of administrative support** but do not have business premises or the capacity for a full time employee? **I can help!**

With 20 years international experience in secretarial and admin support, I know how important it is that your company is represented in a **positive and professional manner**.

I can provide a level of support that suits you.

- copy typing
- dictation
- letter/quote writing
- Powerpoint presentations
- spreadsheet data entry and manipulation
- phone calls
- fax service
- organise your appointments and diary
- maintain your website
- manage your mail.

Contact [qld.secretarial@gmail.com](mailto:qld.secretarial@gmail.com)  
for a no obligation consultation.