



**We are Australia's only Virtual Executive Assistants specialising in senior executive and board director support.**

Our services include:

- ☑ Event Management
- ☑ Travel Management
- ☑ Diary & Email Management
- ☑ Desktop Publishing
- ☑ Word Processing
- ☑ Book Keeping
- ☑ Social Media
- ☑ Internet Research
- ☑ Website & Database Management
- ☑ Presentations



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