

# Do you need a Virtual Assistant?

*Victoire*



IT IS WORTH KEEPING ME IN MIND...

## VIRTUAL ADMINISTRATION SERVICES AVAILABLE

### • VIRTUAL ASSISTANT

Diary management & travel \* Meeting logistics \* Reception & mailroom services \* Bookkeeping \* Correspondence & communication's

### • SENIOR ADMINISTRATION

Write & implement policies & procedures \* Document formatting \* Document control & records management \* Project & contract administration

### • ON-SITE SERVICES

Quality management systems \* Office & facilities management \* Office relocations \* Office efficiency & optimisation \* Time saving systems

## How can VICTOIRE help you?

Victoire has a collective span of experience covering office management, senior administration, quality and project management to name a few.

Owned and operated by Vanessa Naylor, Vanessa has well over over 20+ years in both corporate government and private sectors in Australia and overseas.

Our company can deliver your needs virtually or personally using our skills and experience to deliver optimum results.

We welcome any enquiry and offer a no obligation 30 minute consultation to discuss your needs.

[WWW.VICTOIRE.COM.AU](http://WWW.VICTOIRE.COM.AU)

*Victoire*

[info@victoire.com.au](mailto:info@victoire.com.au) Tel 0423 346 585

**Benefits of a Virtual Assistant:** No contracts, No need to pay super, annual leave or overheads for a permanent employee.

Could a  
Lifestyle Concierge  
assist you?

*Victoire*



WE ORGANISE YOUR LIFE...  
SO YOU CAN LIVE IT

CONCIERGE  
SERVICES AVAILABLE

• PERSONAL CONCIERGE

Run errands \* Home organisation \*  
Personal shopping \* Product & service  
Price comparisons \* Appointment &  
registrations \* House sitting & pet care  
\* Insurance quotes \* Complaint  
correspondence

• LIFESTYLE CONCIERGE

Travel & leisure bookings \* Dinner &  
event reservations \* Car care &  
Transportation \* Retiree & aged care  
assistance

• PROJECT MANAGEMENT

Coordinate & supervise contractors \*  
Relocations & real-estate coordination \*  
Asset management \* Event  
management

What is VICTOIRE?

Victoire is a Virtual Management and Lifestyle Concierge business rolled into one, aimed at offering skill and expertise to your personal and business requirements.

Our objective is to successfully collaborate with you so you can reach your goals, ideas and passions whilst giving you back your precious time.

Victoire is equipped to cover all your tailored requirements offering a collection of outsourcing services to business owners, families and individuals logistically in the Cairns, Queensland region and far beyond the web based world.

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