



# Service List

OPERATIONS ASSISTANT

GENERAL ASSISTANT

REMOTE PA

ONLINE BUSINESS MANAGEMENT

PROJECT MANAGEMENT

INVOICING

PAYROLL

BOOKKEEPING

SOCIAL MEDIA MANAGEMENT

NEWSLETTER MANAGEMENT

DIARY MANAGEMENT

CALENDER MANAGEMENT

WEBSITE MANAGEMENT

BASIC WEBSITE SET UP

COURSE/MEMBERSHIP MANAGEMENT

CONTENT CREATION

GRAPHIC DESIGN

VIDEO EDITING

VENUE SOURCING

RESEARCH

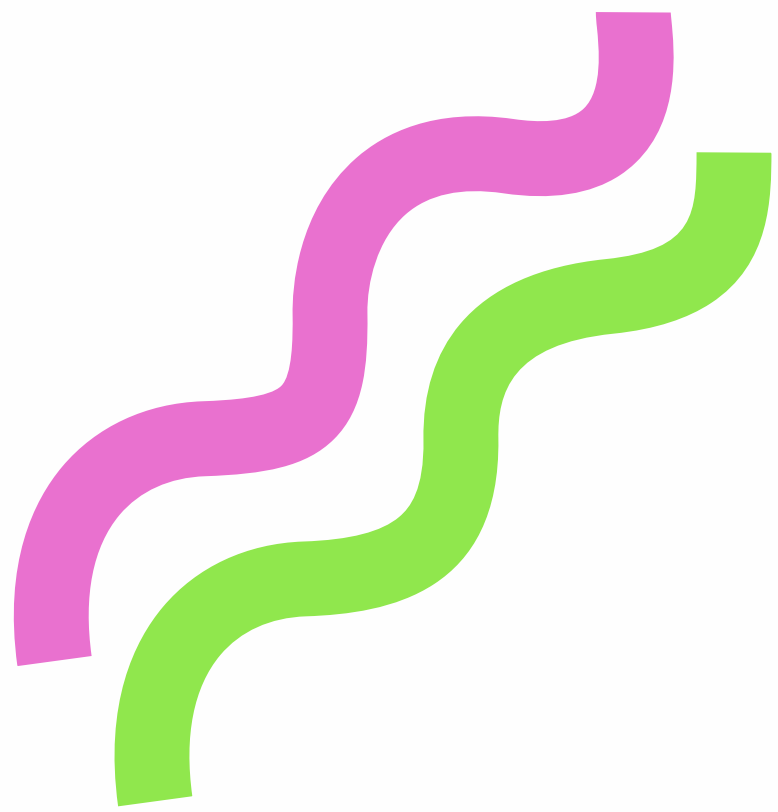
PLATFORM SET UP

CRM MANAGEMENT

CUSTOMER SERVICE

CAMPAIGN CREATION

\*\* CAN'T FIND WHAT YOU ARE LOOKING FOR? JUST ASK!



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