



Admin Support

Rate: £25/hour

- Email Management
- Diary Management
- Arrange/Co-ordinate Meetings
- Mail Merge
- Data Entry
- Compose Letters
- CV Writing
- Type up various docs
 - Tenders
 - Quotes
 - Invoices
 - Meeting Agenda
 - Minutes of Meeting
- Form Creation
- PowerPoint Presentation

Please enquire about anything not listed