

*Admin
Hustler
Executive
Virtual PA
Services*

PA Support

- Telephone service
- Email service
- Organising

General Support

- Diary Management
- Research

Admin Support

- Typing
- Filing
- Copying

Bookkeeping

- Credit Control
- Bank reconciliation
- Updating

Document support

- Sending
- Copying
- Letter writing

Databases and systems

- Updating
- Creating