Langham
Virtual Assistant

Langham Virtual Assistant
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Hello,

My name is Lee and I'm a Raunds, Northamptonshire (UK) based Virtual Assistant (VA) who specialises in providing cost-effective Administrative, Business, Customer Service, and Website support to sole traders, businesses, non-profit organisations, and professionals across the UK.

My clients tell me the extra time I give them makes a real difference to their business.

Although many people still have not heard of the term, Virtual Assistants are becoming increasingly popular as they save their clients time and money. They just hire the VA as and when they need them, they only pay for the hours they work, and they do not need to go through all the trouble of hiring an employee. No fixed salary, no sickness or holiday pay, and no office or equipment costs.

The core services I am offering include Customer Service Support, Admin Support, and Website Support, including, email and diary management, data entry, creating business documents and templates, creating, and updating spreadsheets and reports, online research as well as client and supplier management. I can also answer calls and online chats.

I believe that I am a dynamic and enthusiastic individual, I have good communication skills, both written and verbal and believe that I have built up my interpersonal skills to an excellent standard. I am extremely organised and have excellent IT skills. I am a hardworking team player, with a high level of commitment and enthusiasm, especially towards my professional development. I can be assertive when I need to be and have a positive attitude towards change.

I have 18 years' of business admin experience; my background is in hotel reservations management. I am well organised and have great attention to detail. I have an ILM Level 3 in leadership and management, I am a very self-motivated individual and have experience in multi-tasking. I also have an NVQ level 3 in business administration. I am currently working through the Google Digital Marketing certification too.

Please feel free to take a look at my website and LinkedIn profile to see testimonials, more information about what I do and the types of things I can help you with.

There is no minimum commitment, no contract or hidden fees with working with me.

Thank you for taking the time to read this, if you would like to know more about me, please get in touch, otherwise, I hope you have a great week.

Warm regards

Lee Harvey

