



General Secretarial Services

\$45.00 per hour

Word Processing; Data Entry; Creating & Managing Spreadsheets; PowerPoint Presentations & Reports

Marketing Materials

\$50.00 per hour

Desktop Publishing

Newsletters; Flyers & Brochures; Invitations & Advertising

Mail Merges / Large Mailouts

Creating Documents; Printing; Stationery & Postage

Office Management Services

\$50.00 per hour

Email & Diary Management

Respond to customer emails; Filter & Manage Spam; Scheduling Appointments & Reminder Service

File Storage & Organisation

Sorting & Filing paper based & computerised systems

Administration Services

Internet Research; Editing & Proofreading