SOPHIE EASTOP-SCOPES
VIRTUAL
A S S I S T A N T

ADMINISTRATION SUPPORT

£27 per hour

**Administration support includes
(but is not limited to):**

- Full PA service
- Diary Management inc. appointment booking
- Enquiry monitoring and management
- Email monitoring and management
- Itinerary and agenda development

- Microsoft Office related tasks including Excel, Word
- Writing including documentation, reports, analysis
- Award applications
- Presentation creation

- Invoicing and invoice chasing
- Data entry including accounts
- Client and supplier liaison

- Lead generation

Under 5 hours support	5+ hours support per week	Ongoing support
£27 p/h	£25 p/h	POA

Discounted Retainer packages available for 5+ hours