



ADMINISTRATIVE & FINANCIAL SERVICES

R250/HR

Typing
Data Capturing
Proof Reading
Research
Translation
Document Formatting & Templates
Powerpoint Presentations
Excel Spreadsheets
Agenda Preparation
Typing up of Minutes
Email Management
Calendar Management
Booking of Appointments
Booking and Arranging Travel
Bookkeeping

SOCIAL MEDIA MANAGEMENT

FROM R1500 P/M

Facebook
Instagram
Content Creation
Post Scheduling
Creating Post Images
Facebook & Instagram Ads

WEBSITE MANAGEMENT

FROM R1500 P/M

Maintenance of Existing
Website
Content Management
Content Editor
Image Posting
E-Commerce Websites

WRITING & MARKETING

FROM R500 P/M

Blog Posts
Newsletters
Social Media Content
Email Campaigns

PERSONAL ASSISTANT SERVICES

R250/HR

Email Management
Travel Arrangements
Personal Bookings
Event Planning
Gift Orders & Deliveries

RETAINER PACKAGES

FROM R500 P/M

Various retainer packages are available to suit your needs. Contact us for your free, personalised quote on the details below.



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