

Looking for Secretarial & Office Support?

Based at your office in North Yorkshire or remotely, I work the hours that suit you.

Office Manager
PA/Secretary
Marketing Assistant
Account Management
Internet Research
Microsoft Office & Access, Outlook
Audio & copy typing
Document creation
Client databases
Diary & travel arrangements
And much more.....

Contact

Emma Cliffe

Mobile: 07810 823 101

Email: emma.cliffe@talktalk.net



References Available