

Personal Assistant 450month for 5 hours per week (Forsyth County)

Location **Georgia**
<https://www.genclassifieds.com/x-637378-z>



This can save you \$\$!

Have you done the cost analysis of hiring a personal assistant? Imagine if you hire an employee for one day (8 hours) per week at \$15 per hour. That would equal \$480 per month, PLUS Federal and State taxes, and you would still have the other 4 days of each week to answer your phone, deal with the mail, do the invoicing and bookkeeping paperwork, set your appointment schedule, etc. . . . WHEW! Now imagine a service that will do all of that, for less than the price of hiring an employee, and the time is spread across the entire month instead of just 4 days.

Surveys show that small business owners get so bogged down by the everyday tasks involved with running their business, that they do not have the time to actually develop or increase their business. Serviced Office Suites Personal Assistant program can help free up time to allow you to grow your business by keeping operating costs low and STILL get the day to day operations of the business completed.

For a flat rate of \$350 per month, our receptionist will answer your phone, schedule your appointments, notify you when mail/packages have arrived, aid in outgoing mail, do the day to day paperwork tasks that take up so much of your actual work time (bookkeeping for example), provide Notary signatures, copy /fax services, and so much more.

Contact us for more details on how to save time, money and be more productive. Give our employees something to do....your dreaded!

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