

Your Busy

Location **Mississippi**
<https://www.genclassifieds.com/x-701049-z>



How often are you doing business work and you wished you had someone to do it for you? Well you are not alone. Solve this problem by hiring me to handle many of your business chores. Hiring me will let you increase manpower without the expense of a full time employee. I can assist you with basic office support as well as specialized tasks. I am hard working and reliable. I have over 20 years of Customer Service & Five years Administrative experience in the Property Management Industry. I'm there when you need me all for a reasonable cost. You only pay me for the hours needed & don't have to worry about paying someone benefits or vacation time.

Please email me with any questions or to get started . \$15 hourly rate.

Let me save you time as well as money!!!

20 Reasons to Hire a Virtual Assistant

1. Filtering Emails -- Clear out & Organize your inbox & Spam
2. Answering Customer Service Emails / Chat Support
3. Sending of Greetings Ecards, Event Invitations, etc.
4. Calendar Management / Reminder of important dates & events
5. Appointment Scheduling
6. Travel Arrangement and Planning
7. Online Research
8. Administrative Duties / Mailings
9. Voicemail Checking & Phone Answering

10. Sending Client Invoices / Keep on top of your bill payments

11. Personal Errands (Purchase Groceries, Online Shopping)
12. Creating & Posting Facebook Messages
13. Remind you of stuff you need to do
14. Find out about products or services you want
15. Coordinate Pet Boarding for your pets while you are away
16. Keep your contacts list up to date
17. Answer inquiries and messages on Social Media
18. Research companies similar to yours
19. Editing / Proofreading Emails
20. Create accounts to sell/buy on Ebay & Craigs



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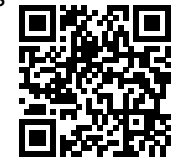
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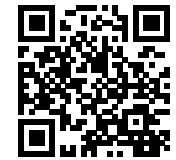
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