



ABSS
ALL THINGS ADMIN

Services Available

- Professional Minute Taking and Distribution
- Diary Management including organising appointments and travel booking
- Email Management
- Lifestyle management
- Medico-legal transcription
- Audio Transcription
- Dealing with company expenses
- Chasing suppliers /orders / invoices
- Generating invoices
- Proof Reading
- Writing letters
- Creating excel spreadsheets
- Printing
- Reminder services
- Customer Service Support
- Data entry
- 3D Printing
- General Personal Assistant duties
- Updating contacts
- Distributing company & promotional emails
- Copy Writing