

OUTSOURCE YOUR ADMIN

and streamline your business



SECRETARY.com.au[®]

Admin at a Profit[®]



ADMIN AT A PROFIT® MEANS

MORE TIME FOR YOU LESS STRESS FOR YOU MORE MONEY FOR YOU!

WHAT DOES SECRETARY.COM.AU DO?

We offer administration services at a flat rate, leaving you to do what you do best - create money.

Our reputation of providing quality work whenever you need us takes the stress out of running a business and gives you peace of mind 7 days a week.

Our services range from small contracts to overall management, including:

- Virtual office management
- All typing / word processing services (incl. mail merge and mailouts)
- Advanced formatting
- Transcription services (digital and analogue)
- Database entry and management
- Powerpoint presentations
- Web research
- Association management
- Event management
- Bookkeeping

Don't juggle your time on menial tasks, outsource it to Secretary.com.au



Give us a call or email and find out how we can help you

EMAIL: secretary@secretary.com.au
PHONE: 1300 886 997 / 0404 192 600



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