# for all your Virtual Solutions needs!

A virtual solutions firm with fresh perspectives who will put in the same amount of effort regardless of clients' size.

# **Hourly Rate\*:**

25 USD /

20 GBP /

400 ZAR

### General VA Services:

Personal & business administration

Diary & e-mail management

Online bookings (hotel, travel, events)

Data entry administration & management

Document design, formatting & management

MS Office (Excel, Word, PowerPoint) tasks

Project administration

## Specialised Services:

CV formatting & recruitment administration

HR administration, reporting & management

Financial admin, bookkeeping & reporting

Online surveys & research

### Technical Services:

Webinar support, course admin & website admin

## Online Business Management (OBM) Services:

Managing virtual teams

Systems set-up and management

Project management



\*Average per hour rate. Discounted retainer packages available.

Contact us today! Natasja: +27 72427 3958 E-mail: natasja@navdm.com