



NAVDM  
*Associates*

Providing online support to  
small businesses, coaches  
and entrepreneurs.

**General VA Services:**

Diary & e-mail management  
Personal & business administration  
Online bookings (hotel, travel, events)  
Data entry administration & management  
Document design, formatting & management  
MS Office (Excel, Word, PowerPoint) tasks  
Project administration

**Specialized 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:**

Systems set-up and management  
Managing virtual teams  
Project management

Hourly Rate\*

\$25 - \$35

R450 - R600

\*Rate depends on tasks.

Discounted retainer packages available.

Contact us for a project specific quote.

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