

SERVICES LIST



Willow V.A.

Flexible. Dependable.

Administrative tasks

- Drafting letters and documents
- Proof reading and editing
- Developing agendas and taking minutes
- Managing diaries and scheduling meetings
- Inbox management
- Booking travel
- Developing travel itineraries
- Purchasing gifts/business supplies
- Database management
- Drafting presentations
- Research

Financial tasks

- Basic bookkeeping and reconciliations
- Strategic budget drafting
- Invoicing
- Remittance
- Chasing debtors
- Expense processing

Strategic support

- Horizon scanning
- Stakeholder mapping
- Deliverables development and planning
- Risk assessment and management

Project Management

- Developing tasks and milestones
- Monitoring progress and deadlines
- Risk mitigation and management
- Manage project specific budgets
- Stakeholder management
- Project evaluation

Event Coordination

- Registration processes
- Responding to queries
- Set up of virtual events on various platforms (Zoom, GoToWebinar, Teams)
- Coordinating presenters with briefings, and event management on the day
- Post-event follow-ups and reporting
- Contacting and coordinating with vendors and suppliers for in person events

HR Processes

- Manage on-boarding and offboarding processes
- Facilitate appraisal processes
- Maintain and update confidential filing
- 1:1's for mentoring and staff development
- Handbook/ policy development
- SOP development

Please note this list is not exhaustive. If there is something you would like to offload I would be happy to discuss it in further detail.