

ICO Registered
No. ZB682283

Insured with Policy Bee
No. 15264492



olivia
pamela

online
personal
assistant



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pamela

VA
online
personal
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Hi! Welcome to my brochure

**I understand the challenges you face in balancing
work, life, and the pursuit of your goals.**

**That's why I'm dedicated to providing a comprehensive
virtual assistant service tailored to your unique needs.**

*I'm here to lighten your workload and
enhance your efficiency*

Let's work together in partnership.



Please see below a list of services I offer

**Note that these services are not exhaustive;
please get in touch with your specific
requirements and I'll be more than happy to help!**

**I have numerous years of an administrative and
creative background, and combined with my passion
for helping others, I have created my own business to
help people like you gain control of your to-do list and
embrace a healthier work-life balance!**

Payroll

Tracking employee's hours | Calculating pay | Inputting data | Report pay details to HMRC | Create and issue payslips | Pay employees | Pension management and automatic enrolment | Benefits, sick pay, and parental leave
Payment administration | Production of P45s and P60s

Credit Control

Generate invoices | Issue to customers and request payment | Payment reminders | Manage sales ledger

Accounts Payable

Ensure payment of invoices | Email remittances | Manage purchase ledger
Supplier payment runs

Maintaining Financial Data

Entering payables and receivables | Reconciling bank and credit card statements | Manage general ledgers | Keep your receipts and expenses organised | Monthly reporting

Year-end

Help you prepare for year-end accounting needs

Email and diary management

Check and organise emails | Keep up to date with appointments and schedules
Creating forwarders on emails | Unsubscribe to irrelevant sign-ups | Create
autoresponders | Book appointments in the diary/calendar

General administration

Assist in day-to-day running of business | Data entry | Researching | Proof-
reading | Travel planning and booking | Write up documentation e.g., letters,
minutes or quotes

Personal assistance

General life admin | Family diary and household management | Household bills
Holiday research/booking | Pets | Cars | Gifts | Events and special occasions

HR Administration

Recruitment

Creating job adverts, job descriptions and person specifications | Overseeing
application process including references | Creating offer letters | Supporting
probations | Set up on payroll | Right to work and pre-employment checks

General

Employment law assistance | Supporting appraisals and disciplinaries |
Sickness monitoring, holiday, and Bradford Factor tracking | Support with basic
HR advice | Support with day-to-day letters e.g., flexible working

Services

Social Media

Marketing

Schedule updates | Designing content | Create email and newsletter campaigns | Website updates

Management

Creating and managing social media accounts e.g., Facebook, Pinterest, Instagram and LinkedIn | Responding to direct messages | Creating blog posts

Graphic Design

Logo designing | Designing advertising material

Photo editing | Creating brand style guides

Social media graphics

Tech Support

File management e.g., Google Drive/OneDrive

Website maintenance | Database management

File conversions | Document formatting



Prices

Please enquire to discuss pricing

I can offer packages in either the form of retainer,
or charges per the hour.

**Require administrative support? Hiring me as a Virtual
Assistant means...**

Avoid employing someone

No recruitment costs

No employer's NI & pension

Save you money (I do my own taxes!)
and make you money!

Get in touch today!



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www.opva.co.uk