

Vectis Secretarial Solutions



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THE VIRTUAL PA WITH A PERSONAL APPROACH

Providing administration and secretarial support on a flexible 'pay as you go' basis

to support your business needs.

01983 522020 / 07415281446 Virtual Personal Assistant covering all elements of administrative and secretarial services. Flexible and cost effective support delivered

remotely **SECRETARIAL SOLUTIONS TAILORED FOR YOU** Administration

Covering all of your administrative needs from data entry to word processing,

archiving to report writing and research, get secretarial assistance with those time consuming tasks. Organisation

Whether it be a networking event, staff party, table reservation or booking your

travel at the best rate available, ensure that your time is not consumed with the

little details and let your virtual secretary do the hard work for you. Marketing and

Communication

In the days of online marketing, e-communication and tweets, get help from a

virtual secretary to keep your website and emails up to date. Social media is a great tool to get your name known, keep on top of posts, and help build your brand. The story so far...

First, let me introduce myself, My name is Katrina, I am an Islander born and bred, however I have worked for large companies based in Birmingham City and in West London, I preferred the more rural way of life and headed down to Somerset for a few years working for a well known furniture retailer before relocating back to the Isle of Wight. With over 15 years experience in administrative and secretarial roles covering a range of industries, I am confident that I have the right skills to assist you with your business needs. My career started almost 16 years ago working for a multimedia and marketing agency; my apprenticeship in customer service progressed to a variety of secretarial and account manager roles in insurance, law, hospitality and education. I have now decided to put all of the skills and experience developed over the years towards a career as a freelance virtual assistant; specialising in secretarial and administrative solutions for SME's, legal firms, education providers, tradesmen and hospitality establishments. My passion to provide excellent customer care combined with in-depth knowledge and experience of all things administration ensures that the service you receive is second to none. Unlike many virtual assistant companies offering cheap rates, I offer a flexible and tailored service. Some of the areas that I can assist you in include:-

Administration

- Archiving
- Audio Transcription
- Clerking
- Content Management
- Copy Typing
- Data Entry
- Diary Management
- Email Communication/Responses
- Event Organisation
- Excel Spreadsheets/Reports
- Marketing (leaflet/poster/newsletter/publications)
- Powerpoint Presentations
- Press Releases
- Proof Reading
- Report Writing
- Research
- Social Media Management
- Travel Arrangements

Audio transcription, copy typing, content writing, proof reading, report production and data entry can be done using traditional word processing techniques and software.

Spreadsheets
Need to collate figures, or prepare mail merges? Don't have time to sit and type it all up, no problem, let me do it for you.

Research
Need to find out what your competitors are offering, or need to draft a survey to assist your business plan? Not only can I do all the hard work for you, I can produce a detailed report giving you a breakdown of what I found.

Archiving
Need help archiving precious items, or moving towards a paperless office?

Training / Powerpoint
Delivering a presentation and need some guidance on the best way to get your message across? Let me help you put together a professional power point to make you stand out from the crowd.

The local service I provide ensures that you have the trusted expertise to assist you in producing an electronic archive to keep all of your information safe.

Invoicing/Communication
Do you find yourself losing track of payments owed to you? Do you need someone to assist in chasing payments, or even the production of quotes and invoices? Give your business a professional stance when it comes to finance.

ORGANISATION

Networking
Need to know the latest networking events related to your business? Want to book a place at an event? Let me do it for you. I can even follow it up with introductory emails and help you to secure new business.

Diary Management
Struggling to keep track of your busy schedule? Need someone to remind you of key events? I am able to provide a weekly breakdown of all your commitments ready to access on your PC, phone or tablet.

Filing
Whatever your filing system, whether you have one or not, I can manage the administration of your files whether electronic or paper* leaving you time to get on with what you do best!

Travel Arrangements
Important meeting based miles away? Not sure whether to go by road or rail? Need someone to price up all of the options? Let me do the hard work for you; providing an itinerary of travel options and easy to access links to make your booking a breeze.

Events
Whether hosting your own, or attending a business event, be sure to have all the boxes ticked when it comes to promoting your business effectively. Links with marketing agencies will ensure that all of your design and print needs are met.

Staff

Parties

Whatever the occasion, I have the know-how, experience and contacts to arrange your party. I can put you in touch with caterers, musicians, location hire, team building providers, hotels and can even arrange the decor!

MARKETING AND COMMUNICATIONWebsite Content Management

Have a website that needs updating? Send over the content or I can write it for you.

I can keep your website up to date with news, events and information. Social Media Facebook, Instagram, Twitter, Linked-In, Snapchat... the list goes on. Social media is the best way to get your business known. I can promote your business by adding regular updates, news, images and more to your page. Haven't got a social media account? No problem, I can sort this out for you too!

Press Releases

Got something to say? No problem. Tell me what you want to get out there and I will draft/amend and send out press releases for you.

Need an advert created? Just ask. I can get quotes from local and national publications in order to promote your business.

Emails

Allow me to keep track of your online enquiries. Let me filter through them to ensure that you never miss anything important. I can update your calendar with appointments/bookings/events.

Print

Need a newsletter produced, leaflets made or posters created? I am able to source quotes to market your business to suit your budget.

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