

Administration Job

We are looking for experienced PA's, Secretaries, Office Managers, Book Keepers and Administrators to fulfil a variety of regular and ad hoc projects for small businesses

Applicants will generally work from home but some travel to clients' work premises may be required. Hours will be part-time and can be fitted around any commitments to family or another job.

Applicants will need to be IT literate, have a home computer and access to the Internet.

Fish in Custard provides Virtual Business Support for swamped businesses on either an ad hoc or more permanent basis. Below is a list of our services.



Admin Services:

- General Office Administration
- CRM/Account Management
- Diary Management
- Accounts/Expenses/Cash Flow
- Order Processing
- Travel Booking
- Research Projects
- Lead Research
- Sales Support
- Mail Shots/Data Entry



Additional Services:

- Interim Office Cover
- Website Management
- Event Management
- PR Campaigns
- Copy writing
- Training
- Recruitment

If successful, your skills and availability will be considered when we are allocating clients and projects. Therefore we can accommodate varying levels of experience and we will always look to train and develop our personnel on an individually tailored basis.

For more information on FIC please visit www.fishincustard.co.uk or www.businessinberkshire.co.uk/fishincustard

Contact: Hannah Lewis
T: 0118 9661178
M: 07759 721055
E: jobs@fishincustard.co.uk

www.businessinberkshire.co.uk/fishincustard



Fish in Custard

**Business in
Berkshire**
The Berkshire search engine