

## March 2010 - Jazzmouse News



Amy Carruthers - Girl Friday

*Not enough time to  
do everything?  
You need a girl  
Friday!  
From call handling  
to book keeping  
and so much more*

*I got in contact with Amy last year as we were entering into our busiest period. What started as a tentative 'toe-in-the-water' has now become an essential service for jazzmouse. Here's what Amy has to say. Paul Fawcus*

**Girl Friday Virtual Assistant** provides Secretarial and Administration Support Services to small and medium sized businesses. Girl Friday VA was set up in 2008, and is managed by owner Amy Carruthers. The company is based in South Derbyshire, but serves clients both locally and nationally.

If you are looking for assistance with your business administration, call handling, transcriptions, or help managing your day to day tasks then Girl Friday VA can help by taking care of your requirements remotely. Using a Virtual Assistant is an excellent alternative to employing a full or part time administrator, saving you time, money and additional office space.

There are no long terms contracts, and you may use the services as and when you need to – allowing you to manage your workflow effectively during busy periods or in times of staff sickness and holidays.

Girl Friday VA is currently launching a range of new services, which includes Graphic Design and Email Marketing. Whether you are a new business requiring logo and stationery design, or an established business looking for leaflet design or a website, you can be assured that Girl Friday will be able to offer you a great service at sensible prices.

A new website will be launched in March, and Amy is excited to be welcoming on board some new recruits to the company.

If you would like to find out more, please visit the website at [www.girlfriday-va.co.uk](http://www.girlfriday-va.co.uk) or call Amy on 07929 726821.