

Virtual and Onsite
Secretarial and
Administration Support

Individually tailored,
professional,
efficient and reliable
business solutions



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Secretarial &
Office Services

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Need Shelter
from the Storm of
Administrative Detail ?



Look No Further !

REMINDE YOU OF SOMEONE ?

Trying to find enough hours in the day to complete demanding and competing projects while trying to please clients and family is a daunting task.



So many small business owners are spending hours "working in the business" instead of "on the business" and the business is suffering.

Your key priority is to run your business, not keep up with administrative technology and juggle day to day administrative tasks.

By outsourcing certain tasks, you will gain more focus and time for the more important activities that are vital to the growth of your business. The flexibility and cost-effective advantages of employing a virtual assistant are exactly what you need for your business to become successful and for you to regain a work/life balance.

WordPerfect can assist you with tasks related to, but not limited to, those shown below.

You can also rest assured that all tasks will be carried out with total respect for confidentiality.

- ☒ Professional Minute Taker providing confidential onsite meeting recording and transcription
- ☒ Shorthand (Pitman) Dictation and Transcription
- ☒ Proofreading
- ☒ Manuscripts, Theses
- ☒ Examination Invigilation
- ☒ Word Processing, Excel, PowerPoint, Publisher, Outlook
- ☒ Adobe : conversion to .pdf; online forms, etc
- ☒ Process/Flow Charts/Smart Draw Software
- ☒ Digital transcription
- ☒ Onsite - short term Secretarial/Admin relief
- ☒ Bookkeeping data entry services - organisation of paperwork, data entry into Spreadsheet or accounting software, Invoicing.



WordPerfect provides Virtual Assistant and business support services to a wide range of industries. The aim is to provide businesses with individually tailored, professional, efficient and reliable business solutions.

Your work is carried out by an experienced professional who has worked across a wide spectrum of industries including Public Sector, accommodation, tourism, hospitality & Leisure, Not-for-Profits (aged care, education, business support, arts), insurance and construction.

Utilising the services of an independent contractor can help you make your income the largest slice of the pie by reducing your costs :



- You only pay for the time used.
- You do not pay for benefits, taxes, lunch breaks or holidays.
- You do not need to provide expensive office space and equipment.
- You are Hiring a Professional who has spent years in the workforce as a senior level Personal Assistant / Private Secretary , is tech savvy and has the necessary skills, knowledge and education to provide your business with quality service.