

Helpful Admin

Directory of Services*

January 2008

Analysis (research, data etc)	✓
Audio typing (tape, CD-rom, USB stick, emailed data file)	✓
Brochures	✓
Catalogues	✓
Cataloguing	✓
Company secretary	✗
Contracts	✓
Correspondence (letters, faxes, emails, memoranda etc)	✓
CV	✓
Data analysis and presentation (quantitative and qualitative, graphs, tables etc)	✓
Databases	✓
Dissertations (transcription, research, re-wording and restructuring)	✓
Document design (letterheads, fax letter and email templates etc)	✓
Editing (re-wording and restructuring, aesthetic and qualitative)	✓
Education materials (research, production, distribution)	✓
Essays (transcription, research, re-wording and restructuring)	✓
Event planning	✓
Faxes	✓
Flyers	✓
Indexing	✓
Invitations	✓
Invoicing	✓
Leaflets	✓
Manuals (instructional, training etc)	✓
Marketing	✗
Memoranda (composition, transcription, distribution etc)	✓
Minutes (composition, transcription, distribution etc)	✓
Newsletters	✓
Presentations (PowerPoint, with hand-outs etc)	✓
Project management	✓
Reports (annual, project or other including design and composition)	✓
Research	✓
Spreadsheets	✓
Telephone answering service/call handling	✗
Templates (documents, spreadsheets etc)	✓
Training materials	✓
Transcription	✓
Translation	✗
Website (creation, design, emails, etc)	✓

*This list of services is not exhaustive: if you cannot see the service you want here, then please get in touch

Call 08 001 123 645 or email enquiries@helpful-admin.biz to find out more.