

Do you need a Virtual Assistant?

Victoire

IT IS WORTH KEEPING ME IN MIND...

VIRTUAL ADMINISTRATION SERVICES AVAILABLE

- VIRTUAL ASSISTANT

Diary management & travel * Meeting logistics * Reception & mailroom services * Bookkeeping * Correspondence & communication's

- SENIOR ADMINISTRATION

Write & implement policies & procedures * Document formatting * Document control & records management * Project & contract administration

- ON-SITE SERVICES

Quality management systems * Office & facilities management * Office relocations * Office efficiency & optimisation * Time saving systems

How can VICTOIRE help you?

Victoire has a collective span of experience covering office management, senior administration, quality and project management to name a few.

Owned and operated by Vanessa Naylor, Vanessa has well over over 20+ years in both corporate government and private sectors in Australia and overseas.

Our company can deliver your needs virtually or personally using our skills and experience to deliver optimum results.

We welcome any enquiry and offer a no obligation 30 minute consultation to discuss your needs.

WWW.VICTOIRE.COM.AU

Victoire

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Benefits of a Virtual Assistant: No contracts, No need to pay super, annual leave or overheads for a permanent employee.