



Administrative Services

↳ **INBOX MANAGEMENT**

Reading, writing and sending emails, creating folders, creating filters to keep you organised.

↳ **APPOINTMENT SETTING**

Scheduling appointments for your customers via online schedule system.

↳ **CANVA DESIGN**

Create social media graphics, banners, newsletters, slide decks, brochures and more via canva.

↳ **CALENDAR MANAGEMENT**

Scheduling meetings and calls, setting up reminders and color coding tasks to keep you organised.