



SERVICES LIST

Supporting your business, so you can focus on what matters



ADMINISTRATIVE SUPPORT

- ♥ Email management
- ♥ Diary and calendar management
- ♥ Appointment scheduling
- ♥ Document creation and formatting
- ♥ Data entry
- ♥ File organisation
- ♥ Inbox organisation
- ♥ Online research



CUSTOMER SUPPORT

- ♥ Responding to customer enquiries
- ♥ Managing bookings and appointments
- ♥ Following up with clients
- ♥ Handling customer emails
- ♥ Maintaining customer records
- ♥ Basic customer service



FINANCIAL ADMINISTRATION

- ♥ Creating and sending invoices
- ♥ Chasing payments
- ♥ Recording expenses
- ♥ Organising receipts



BUSINESS SUPPORT

- ♥ Database management
- ♥ Process documentation
- ♥ Creating templates and forms
- ♥ Business planning
- ♥ Report preparation
- ♥ Spreadsheet creation and maintenance



MARKETING SUPPORT

- ♥ Social media scheduling
- ♥ Canva graphics
- ♥ Updating websites
- ♥ Basic content creation



EVENT & TRAVEL SUPPORT

- ♥ Booking travel and accommodation
- ♥ Event planning assistance
- ♥ Meeting coordination
- ♥ Venue research
- ♥ Itinerary creation



SPECIALIST SERVICES

- ♥ Recruitment and HR administration
- ♥ Policy and procedure documents



Looking for something else?

Every business is unique. If the service you need isn't listed, let's discuss it during your **free initial consultation** to see how I can support you.



chloesadminstudio@gmail.com



www.chloesadminstudio.com



@chloesadminstudio

Let's work together ♥