



ADMIN ASSISTANCE

Need More Hours in Your Day? Delegate to a Reliable Admin Assistant – Only \$15/hr!

Are you a busy business owner juggling too many tasks?

Let us take the small, time-consuming tasks off your plate so you can focus on what truly matters.

We offer flexible part-time and casual admin support – whenever you need it.

Affordable rates at just \$15 per hour – no long-term contracts, no hassle.

We handle the tasks that slow you down:

- Email inbox management – never miss an important email again
- Calendar scheduling & management – stay organised and in control of your time
- File & document organisation – declutter your digital workspace
- Social media posting – graphics, videos, captions scheduled & posted for you
- Email marketing – campaign setup, newsletters, and list management



For more information please call us or send us an email:

03 9599 4277

bookings@baysidefocusgrouprooms.com.au