

GARDEN STATE WOMAN

Finding An Assistant Out Of The Office –

Cyber office assistant offers a unique administrative and personal support service to entrepreneurs, home based and small businesses, mobile workers, telecommuters, even busy individuals. Robin Levan, owner, says professionals and small business owners save time, reduce stress, and move projects forward when cyber office assistant takes over administrative details. This allows owners to focus on the tasks important to growing the business.

This service is especially useful for those who can't afford a full time secretary, lack the physical room or equipment for staff, or just want to hire an assistant on a per-project basis.

cyber office assistant can help businesses get on the success track with

its customized personal service. The company offers services including: word processing, administrative services, transcription, data entry, Internet and market research, mailings, project coordination, and much more.

Offering personal assistance to people with busy lifestyles has also been an avenue that Robin has been involved in. Ordering tickets, making travel arrangements, bill paying and gift shopping has made it easier on her clients.

cyber office assistant provides free local pick up and delivery and handles workflow via phone, fax, e-mail, diskette or mail. Confidentiality is maintained on all projects and services.



cyber office assistant
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