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In The Business Community

Finding An Assistant Out Of The Office - cyber office assistant

WESTFIELD—cyber office assistant offers a unique administrative support service to entrepreneurs, home based and small businesses, mobile workers and telecommuters. Robin Levan, owner, said that 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 cannot 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, working with vendors, appointment scheduling, flyers, website maintenance and office organization.

Lorraine Kasprzak, president of Advantage Marketing, said, "cyber office assistant has been a real asset to my business. Having an extra pair of hands with my administrative work lets me concentrate on my marketing consulting business."

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 are available beyond the 9-5 schedule.

cyber office assistant is a local member of the Westfield Chamber of Commerce. To reach Levan call (908) 232-5191 or contact by email at, cyberofficeassistant@yahoo.com.