

Why Use A Virtual Assistant?

Many business owners find that administrative tasks get pushed aside which can often lead to missed deadlines - for less than the cost of a full-time employee, but with all the benefits, we can take the hassle and stress out of the equation for you.

Using our Virtual Assistant service can save you time and money, freeing up valuable hours by taking away those daily mundane tasks, allowing you to focus on your growing business.

We can work with you to suit your needs, whether this be on short term projects or long term work. We know that every business is very different, so whilst we offer basic packages, we can create something bespoke and specifically tailored to your business.



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Our Packages

Package One
5 Hours a Week

Package Two
10 Hours a Week

Package Three
15 Hours a Week

Services we could cover for you...

Email
Management

Customer
Service & Email
Response

Workflow
& Systems
Management

Diary
Management

Travel &
Itineraries

Dedicated Direct
Line Assistance &
Support

Proof Reading

Event
Organisation

Human
Resources

Research

Declutter &
Organise

Letters,
Mailshots & Basic
Marketing

Social Media

If you would like to find out more
about our Virtual Assistant service
please contact our Client Success
team on 0208 5300720 or email us at

clientsuccess@nordens.co.uk

