

GIRLFRIDAYZ REMOTE ADMIN
SERVICE

Design Solutions for Your Business

Presented by Trisha Amable

Our Admin Services

**FOR SMALL BUSINESSES AND
SOLE TRADERS A BRILLIANT AND
AFFORDABLE SOLUTION**

Designed for small businesses
who cannot afford to hire a
permanent staff but need their
admin done to free up time to
do what they do best.

<https://girlfridayz.com/we-here-to-help>

Trisha Amable

THE CREATOR

EDUCATION & ACHIEVEMENTS

Worked as an admin at Looked Ahead Housing & Care for 3 years and dealt with all administrative tasks of the hostel including the customers, contractors queries and managers delegated admin tasks to me. I developed new systems to facilitate my work which was praised by the Chief Executives V. Stark for my initiative.

A FANTASTIC IDEA AND PERFECT SOLUTION FOR SMALL BUSINESS

This idea was born out of my own experience starting my own business and in need of admin services but unable to hire someone. Therefore I figured out that other small business might be in the same situation and offer this service since 2007. This is Girlfridayz very first service Admin Online Support later on called Business Support.



Why hire professional Remote Admin?

CLIENTS EXPECT QUALITY RESULTS
AND WE DELIVER QUALITY RESULTS



13%

INCREASE IN DEMAND FOR REMOTE
ADMIN SERVICES IN 2020



Girlfridayz Admin Services

ADMIN THAT MAKES A DIFFERENCE

You can block prepaid hours in advance to ensure availability in service delivery. You can use our hourly service if you need admin for 1 hour only up to 7 hours a full day. You can purchase retainer hours from 2 days, 4 days, 5 days, 10 days a fortnight and pay online as well as uploading the admin tasks to be done on our system and on receipt of your payment we will contact you to confirm your order.

Girlfridayz Admin Services

TIP FOR A SUCCESSFUL BOOKING

Before Blocking Admin hours it is best to check our availability to avoid disappointment and paying for nothing. We recommend strongly that you checked our online booking by using our online booking facility and you will see when we have available slots to be booked to accommodate you before purchasing block hour(s).



MISSION

Is to help small business with a solution to their admin needs as when you concentrate on selling your services or products your admin is often overlooked left to pile up on your desk. We provide a solution to this problem.

VISION

I have cherished the ideal of businesses working together in harmony and equal opportunities regardless of their size in a free society in which the concept of market share and support for one another toward a common goal is present.

VALUES

Integrity, honesty, interpersonal skill, hard working, friendly, patient, disciplined and consistent, reliable and organised.

Who We Are

A decorative graphic on the right side of the page. It features several thick, pink, hand-painted brushstrokes that curve upwards and to the right. Scattered around and overlapping these strokes are numerous solid black circles of varying sizes, creating a polka-dot effect.

Other services you might be interested in

GRAPHIC DESIGN

We are graphic designer

WEB DESIGN

We are website designer

PRINT DESIGN

We are print designer

PRODUCT DESIGN

we design and the design can be printed on products

Each listed services are priced differently and can be access through other pages on our website

What Makes Us Unique



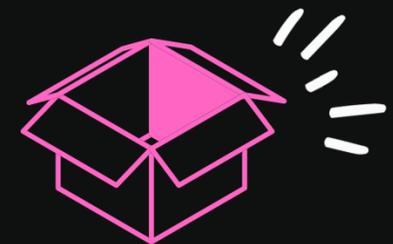
High Client Satisfaction Ratings



Transparent Pricing



Diverse Portfolio



Bundled Services

EXISTENCE

Since 2007 we provide Remote Admin to small businesses and Sole traders.

SUCCESS

Return customers for years to use our remote back up admin services when they needs our services. They loves my services and friendliness that I received a present for Christmas by a Happy customer and invited to a Christmas party in another customer business...

SURVIVAL

Remote admin are on the increase and are needed more in this current climate by small business and large businesses.

TAKE-OFF

This ideas was a success from the start when I started it back in 2007 and still needed in 2020.

WEBSITE

girlfridayz.com

EMAIL ADDRESS

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PHONE NUMBER

07931089744

**VIEW OUR TESTIMONIAL ABOUT
OUR SERVICES**

<https://www.girlfridayz.com/testimonial>