

MyOfficeOrYours

MOoY Administrative Assistant
Service Location Victoria BC

Email | MOoY Business Services Directory

MAILING ADDRESS:
#419-335 St.James St.
Victoria, BC. V8V 4S8



OTHER RESOURCES:

MOoY Business Services

[Canada wide Directory](#) for
Operators of Home-Based
Business Services.

Susanne Mougan (MOoY) ©
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Susanne Mougan - Administrative Assistant member of `MOoY Business Services`

OUTSOURCE THOSE TIME-CONSUMING ADMINISTRATIVE TASKS TO AN EXPERIENCED
"VIRTUAL ASSISTANT" - Call 250-883-5369

Serving Victoria BC and surrounding areas ... here's a superior E-environment 'Outsource Service'
... skilled Office Administrative professional supports Consultants, small companies, and
Entrepreneurs wanting 'big company quality' with low-cost assistance extended from fully-equipped
home office service

SUGGESTED LIST OF SERVICES:

- Invoice Billing: preparation, follow-up, and collections
- Contact Lists: develop & maintain simple or complex lists
- Correspondence: composition, typing, editing and revisions
- Bookkeeping: A/P, A/R, Collections
- Record Keeping & Data Maintenance
- Client Follow-Up & Customer Service
- Internet Research

Call 250-883-5369 or click email tab to request information



MOoY WorkBOoKS by Susanne

Collection of 'Business' as well as 'Personal' Budget workbooks designed using MSExcel.
Self-editing. Simple versions are free. Custom designed versions available at reasonable cost.
(Linked pages are under construction. Please check back later)