

Ontoit Virtual Assistant Ltd



Contact Details

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Location:

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Waitakere

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Business Details

Business start date: 01/04/2020

Business type: Service

Industry: Health

About Ontoit Virtual Assistant Ltd:

Unique Selling Point

I specialise in business automation using the latest accounting tools & technology to streamline business operations, saving clients vital time & money. Having been a solopreneur for almost 10 years I've lived through burnout and are dedicated to helping clients achieve that elusive work life balance.

Business Description

A Mum of two and a passionate entrepreneur, I bring with me 20+ years of experience in administration, small business management, book keeping & digital marketing skills to serve your business needs. Giving clients the freedom to focus on growing their business and helping to achieve vitality through work-life balance.

Products and Services

* Payroll & Book Keeping - whether its setting up your payroll systems to work remotely in Xero, iPayroll or MYOB or tasked with the day to day accounting data entry, bank recs & monthly reporting, I can help. Using time saving plugins & integration with tools such as Hubspot, Ezzybills & Workflow Max - easy breezy.

* Social Media Management - Hootsuite / Buffer App / Facebook / Twitter / Instagram / LinkedIn / YouTube / Google Business. Zooming, Looming it's all booming right now! So much to be across & do so effectively in todays digital world. Sometimes you just need a little help. Lets get social!

* Business Administration - from individual Personal Assistant support to small biz start up, e-commerce, event management and everything in between - saving you time & money. G Suite email configuration, proactive inbox & calendar management or setting up remote communications so you don't have too. I've got it covered.