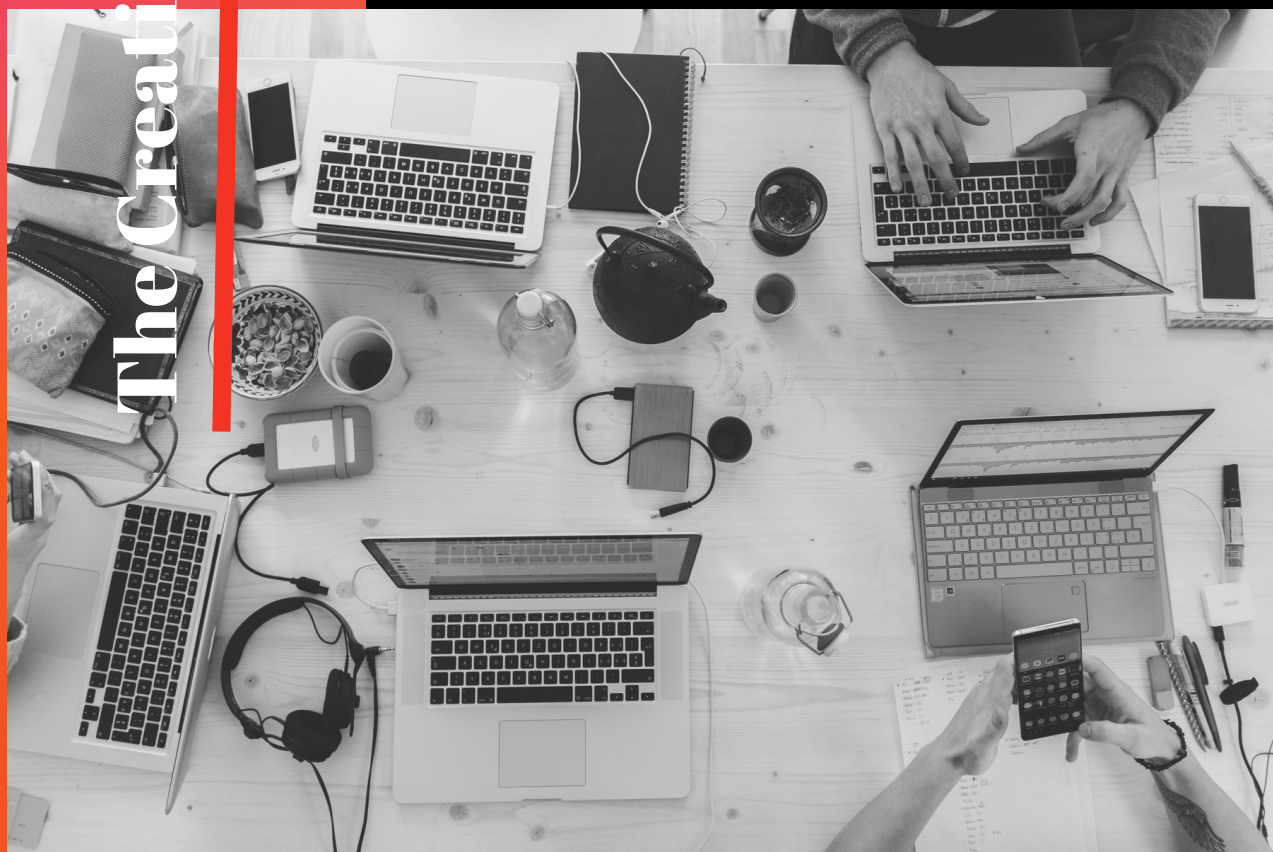


The Creative's Guide to

HAPPENING ADMIN



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ABOUT THE HAPPENING ADMIN GUIDE



Everyone needs a helping hand, and that includes creatives.

You don't need an office or a whole lot of money – there are some very happening people out there who understand your circumstances and would be delighted to help you with your administrative needs. The following have been recommended by people from our mailing list – we don't necessarily endorse them, but give them a call and find out more for yourself. Now – get your admin happening!

FLYING SOLO – BUSINESS SUPPORT



Home to a thriving community of over 70,000 solo and micro businesses, Flying Solo is a source of information, advice and inspiration for Australian business owners. They have a member directory of Business Support & Administration: Virtual assistants, all of whom have experience helping people with their admin. Go and have a browse, see if you find someone who looks happening!

Website:

www.flyingsolo.com.au/directory

THE VIRTUAL ASSISTANT



Since 2008, The Virtual Assistant has been providing “a fresh, fun and professional feel” to the Australian Virtual Assistant industry. They promise to apply the same qualities to you, our clients, and to your businesses. They have nine Virtual Assistants on their team ready to help you with whatever you need.

They have a terrific FAQs page to answer any and all queries, and they have both pre-paid and retainer packages for your price range.

Website: thevirtualassistant.com.au

VIRTUALLY YOURS



Virtually Yours offers a wide range of highly skilled Australian Virtual Assistants to help your business. This includes helping you to offload the tasks you hate to do, but know you must do, such as bookkeeping, transcription, social media, web management and more. This website allows you to find suitably qualified

and skilled Virtual Assistants, all of whom charge a minimum of AU\$30 per hour.

Website: www.virtuallyyours.com.au

ENCORE ADMIN CONSULTING



Encore Admin Consulting wants you to come back for more! Korryn Haines established the business in 2016 after working as a temp and realising that small and solo business owners needed quality administration support on an ad-hoc basis. After a 10+ year career in varying industries from events, hospitality, marketing

and consultancy, Korryn brings her insight, software know-how and thirst for learning into her clients' businesses to help them to achieve their business goals.

Website: www.encoreadminconsulting.com.au

PRODUCTIVITY HUB



Productivity Hub builds smart systems by linking you to the right tools and technology and identifying what can be automated & outsourced to power up your business and personal productivity so that you can profit more or work less hours. A bunch of helpful freebies can be found on their website too!

Website: www.productivityhub.com.au



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FOR MORE INFORMATION VISIT
CREATIVEPLUSBUSINESS.COM
