



*I ♥ my job*

## BrightSpark Business Support Service

We are busier than ever before and have an incredibly high calibre of candidates at the moment, many available immediately. As you know, we can cater for full and part time, temporary and permanent requirements. For the organisations that prefer not to have temporary staff in-house, we can offer you a remote support service where our fully qualified, experienced team can help you out with any administrative requirements you may have whether based here at the BrightSpark office or on a 'home work' basis. The areas we can assist you with are as follows:

- Audio Typing
- Accounts, Bookkeeping, Chasing of Payments, etc
- Database Cleansing
- Database Design and Support
- Delegate Follow-up
- Event Management
- Internet Research
- Mail Merge
- Marketing Support
- Online Social Networking Support
- PowerPoint Presentations
- Spreadsheet Design and Support
- Travel Arrangements
- Website Editing
- Word Processing
- And MANY more! Put us to the test!

If you would like more information on our remote support service, please don't hesitate to contact Danielle or Emma using the contact details below.



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