E-Commerce

Online Store Assistant

- *Process Orders*
- *Promptly address enquiries and resolve issues*
- *Process returns, exchanges and refunds*
- *Online Store Maintenace*
- *Update Product listings*
- *Update Inventory*

Monthly Package

$2,200

40 hours

Remote Admin Support

- *Manage Customer enquiries*
- *Update & maintain CRM*
- *Basic accounts Support*
- *Maintain and manage filing*
- *Manage the onboarding of new clients*
- *Inbox Support*

Monthly Package

$2,200

40 hours

Historical Records Manager

(Local Service ONLY)

- *Scan, organise and create your digital filing system*
- *Convert negatives to online photos*
- *Archive & dispose of records according to legislation and policies*

Monthly Package

$2,200

40 hours

Weekly payments available

For a free discovery Call, please contact me:

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PK Virtual

Your Studio VA