



Elite Secretarial Services

Professional secretarial services providing the support you need, when you need it. Experienced staff can work on location in your office or remotely if required.

“A friendly efficient team that helped us out with an urgent mail shot. The job was finished on schedule with no fuss or hassle”

Dave Mutton, MD, Third Aspect

Our aim is to provide our clients with a range of admin and secretarial services that suit their needs. Our competitive rates means you don't have to pay agency rates for quality service.

Theresa Brosnan, Elite Secretarial Services

- Copy Typing
- Proof Reading
- General Admin
- Reception
- Customer Service
- Medical Work a Speciality
- Hourly rate from £8 per hour
- Discounts for large bookings

Please call for a free quotation
No job too small



Elite Secretarial Services

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