

Delegate these tasks to NBS and grow business!

Admin Tasks

- Appointment Setting
- Calendar & Email Management
- Customer Service
- Data Entry
- Editing
- Internet Research

Social Media

- Social Media strategy
- Content Creation
- Content Scheduling
- Ad creation and management
- Social Media group management
- #Hashtag research

Meeting, Events & Travel

- Venue research
- Event planning, & management
- Webinar set-up
- Travel planning & booking
- Meeting planning & management

Email Marketing

- Newsletters
- Email Sequence
- 'Autoresponders
- Email platform set-up/import
- Funnels
- Landing pages / opt-in

Design

- Ebook creation
- Power Point Presentations
- Infographic creation
- Social Media graphics creation

Miscellaneous

- Blogger assistance
- Personal tasks: thank you cards,
- Project Management
- Invoicing

