

Introducing 'The Office Elf'



'The Office Elf' - Mandy Cochrane from Wincanton, helping local businesses in the area with office support.

Wincanton business owner Mandy Cochrane is celebrating the first anniversary of her virtual office services company, The Office Elf. Working remotely from its own office, The Office Elf helps local businesses manage their day to day secretarial and administration tasks in a cost effective way.

Mandy firmly believes that with the current economic uncertainty, employing another member of staff is a commitment that many small business owners just can't undertake.

"The credit crunch is making everyone count the pennies and, like everyone else, small businesses are looking for alternative solutions to their secretarial needs.

"The Office Elf provides a flexible service that local businesses can call on for a one-off job, once a week or once a year!"

The emphasis is on a friendly, reliable service that supports local business and to this end, Mandy volunteered earlier this year to be the Membership Secretary for Wincanton Businesses Together. She believes this organisation really echoes the ethos of The Office Elf and would like to encourage others to support the local business infrastructure in the area.

Mandy is also a qualified proofreader and writes content for websites and marketing material. No job is too unusual for consideration, though. The Office Elf has undertaken such diverse jobs as invigilating exams and organising a client's attendance at overseas exhibitions.

With two young children and a husband in the armed forces who is often away, running The Office Elf adds yet another ball to Mandy's juggling act.

It's been a busy year for The Office Elf but Mandy relishes the variety that working for herself brings and thinks the future will bring lots of new challenges.

The Office Elf can be contacted on 01963 824822, email: info@theofficeelf.co.uk or log on to: www.theofficeelf.co.uk.



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