

Wendy Johnson is an expert juggler. **Powerpoint** presentations, reports, minutes, lists, meetings, training, admin, just some of the everyday tasks that niggle at the back of every boss's mind.

She is a super secretary and more. She can be a personal assistant that takes care of everything from taking minutes to making suggestions about improving the office and even organising events.

As Managing director of Cheltenham based Total Secretarial Solutions, she is launching a series of new services for businesses, small and large.

These include: training in Word, Excel, Microsoft and **Powerpoint** products, event management, desk top publishing and **digital transcription and** audio typing. 'We take the stress out of juggling impossible workloads. Most companies have a secretary or a PA. But what do they do when they are on holiday or sick? They probably get a temp in. I want to encourage business to think of TSS as their permanent temp, their permanent solution to any secretarial, administrative, or training problems' said Wendy. **The benefit of TSS is the business gets an experienced secretary or PA rather than at times, an inexperienced temp.**

'I hear bosses talking all the time about being overloaded with work, under staffed and not knowing where to turn for professional help. TSS is only a phone call away. We can come to your office or do the work virtually. You won't have to rely on a temp ever again. TSS can give you the skills you need for a total makeover,' she added.

She has particular skills in the financial services arena having worked for Eagle Star **for nearly 7** years. Her boss there, Mary Greene, now Business Development manager at the Financial Services Skills Council in London, would have taken Wendy with her if she could have.

'Wendy has great organisational skills. Apart from being very reliable and always meeting deadlines, she has a hands on approach. I could be out of the office knowing that the work was being taken care of,' said Mary.

'Wendy is very pro-active. She would attend meetings and not just come out with a first hand knowledge of what had been discussed but would come up with suggestions too. What more could a boss want?'

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