



Mimi Laurilla

admin services

Tools, Support and Advice

You are a person looking for a career in the office as an administrator, a receptionist, a secretary, a PA or an EA...

You want to be the best that you can be...

You want to minimise if not TOTALLY eliminate overwhelm, or those feelings of being over-worked with never-ending series of tasks to do.

You want more time, more freedom and more control in your work. You are not sure what to do. There is no one you can turn to.

If you support other people in the workplace but there is no one available to support you-- your problems end right here, right now!

I am here to provide you with the tools, support and advice YOU NEED to succeed in your job. I am here to give you my proven systems and process in the office. I will be your SECRET WEAPON for everyday battles at work. I can mentor you and provide you with the solutions to sometimes simple but overlooked issues at work.

Because you need to look after yourself and invest in your career -- you can enrol in my online courses OR contact me for a specific mentoring issue you need more support on.

Contact me so we can get started NOW!

[BOOK NOW](#)