

DO YOU NEED OFFICE ASSISTANCE?

GET THE JOB DONE RIGHT.

WORK WITH
TAMMY BIEVER

"My mission is to provide professional and flexible administrative support, without the hassle of a temporary agency."

TAMMY BIEVER, OFFICE EXPERT



Qualifications and Expertise

- ✓ Administrative Assistant College Graduate
- ✓ MS Office Specialist
- ✓ Extensive Computer Skills

- ✓ Organized & Reliable
- ✓ Attention to Detail
- ✓ Efficient & Adaptable
- ✓ Clear Communicator

Biever Contracting Advantages

- ✓ Bondable & Cost Effective
- ✓ Short & Long-Term Contracts
- ✓ On-site or Remote Support
- ✓ Servicing the Airdrie & Calgary Area

Contact me to discuss how I can assist you!

403.612.4811

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BIEVER | CONTRACTING