



# HAYLEY KINGHORN

## VIRTUAL ASSISTANT

Joined Liruss January 2026  
35 Hours per Week  
Based in the West of Scotland

### KEY SKILLS

- Customer Support
- CRM Administration
- Diary Management
- Invoice Processing
- Workflow Support
- Professional Communication

### PROFILE

Hayley is a highly organised Virtual Assistant with experience supporting clients through efficient administration, customer service, and day-to-day operational support. She plays a key role in keeping systems accurate, inboxes managed, and communication flowing smoothly.

With a calm, detail-focused approach, Hayley ensures enquiries are handled professionally, records are maintained accurately, and clients receive consistent, high-quality support

### EXPERIENCE

#### Administration


- Admin and customer support across client accounts
- Inbox and enquiry management
- CRM and data administration (Salesforce, Xero)
- Scheduling and operational coordination
- Invoice and document processing
- General Administration Duties

#### Systems

- Sage
- Xero
- Outlook
- Salesforce

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**LIRUSS**  
Virtual Business Services