

# Executive *PA* Resources

offers senior level support in the management of clients' personal and business affairs.

It is operated by Maureen Arnett - an accomplished personal assistant - and is based in Pyrford, Surrey.

Maureen is used to responsibility and handling matters in a confidential, efficient and reliable manner whilst maintaining an approachable management style.

Her considerable experience and knowledge has been acquired from assignments in various multinational companies over a twenty-five year period.

She has a natural ability to develop a relaxed and friendly rapport with her colleagues.

## ***Services are:***

- offered with the assurance of confidentiality and reliability
- tailored to meet the individual requirements of clients looking for assistance in the organisation and management of their personal and business activities

## ***Benefits include:***

- no office overheads
- professional help as and when required
- work undertaken at client's venue if preferred
- delegation of routine activities freeing client to pursue other interests

*Please get in touch for an obligation free consultation  
to discuss your particular requirements*

01483 766784  
contact@epar.org  
www.epar.org

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## Services

### ***Contact point for personal and business affairs***

- arrangement of meetings
- message taking and relaying
- dedicated telephone and fax line available
- liaison with accountant, solicitor, bank, service providers

### ***Correspondence***

- shorthand / typing
- e-mail account management
- handling of mail during client's absence

### ***Travel***

- itinerary compilation
- flight / hotel research and booking
- ground transportation arrangements
- passport renewal and visa applications

### ***Diary***

- point of contact for meeting dates
- management of personal and business appointments
- monitoring business documents, e.g. Board papers, agenda, minutes

### ***Other***

#### **Business / social entertainment**

- Restaurant bookings
- Golf day management
- Opera / ballet arrangements
- Private dining organisation for home, restaurant or hotel

#### **Cars**

- service booking
- cherished number plates - purchasing or renewal
- insurance/tax arrangement or renewal

#### **Insurance**

- car / house / travel arrangement or renewal

#### **Household**

- handling and payment of bills
- liaison with chauffeur, gardener, housekeeper
- point of contact for service providers - e.g. air conditioning, gates, security, swimming pool, utilities

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