

# SmartPA - Specialist PAs

Location **North, South Wirral**  
<https://www.freeadsz.co.uk/x-430988-z>



# SmartPA<sup>®</sup>

Hi, the Liverpool branch of SmartPA provides specialist PA, secretarial and administrative support to individuals and businesses of all sizes. We partner businesses to help build their brand whilst delivering a world-class service where security and confidentiality are paramount. What are the advantages of hiring a SmartPA? We have specialist skills as all PAs are accredited. SmartPA allocate you with an account manager which gives you consistency whilst we deliver what you and your business need. If your PA is unable to do a task, there is a support network of 100 other PAs who will be able to do your task. So, you will see, your business is in a safe pair of hands. Even if your SmartPA is sick someone is always on hand to do your work. We can prove SmartPA is both cost effective and flexible to meet your business needs. When you hire SmartPA, we think, behave and act as a permanent employee - adopting your company's ethos, values and brand guidelines. You can confidently delegate any task to us, knowing your company will always be represented the way you would like. We operate remotely using cutting edge technology. Services we offer include: Transcription and dictation Research Document production Diary management Meeting organisation, preparation and follow-ups Travel booking and management Bookkeeping, accounts and expense collation Email and telephone handling Event organisation and management Client liaison. If you require further information or would like a telephone one-to-one, please do not hesitate to contact me. We can discuss cost which is based upon your.



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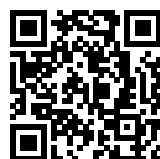
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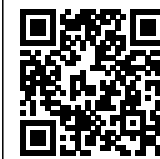
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