

About Executype PA

Executype PA is a virtual assistant business – basically anything that you would expect a personal assistant to do whether that is document creation, project management, research and reducing your workload in general.

The business is located in Cramlington, Northumberland but because the work can be completed 'virtually' we can offer our services to customers nationally (and internationally). The services are affordable as you only pay for the time spent on your work not for downtime or any of the costs associated with employing similar resources.



Carol Charlton is the owner of the business and is a Member of the Institute of Professional Administrators so you can always be assured of a high quality professional service.

Carol has over 20 years experience in various office roles but felt she had so much more to offer given the experience and skills accumulated over the years, hence the formation of Executype PA. With an excellent level of IT skills including Microsoft packages (Word, PowerPoint, Excel) and social media marketing Carol has so much to offer.

How Executype PA Can Help You!

Whatever industry or market your business is in Carol can help with your business administration. Whether your business is small (sole trader) or large (international retailer) think about those tasks and projects you spend so much of your time on – it would be much more economical to pass those jobs on to someone you can trust.

Below are just some of the areas where Executype PA can help but this is by no means a comprehensive list. If you have a project / task in mind we can talk it through and decide the best way forward:-

- Microsoft templates with your branding i.e. letter, memo, fax, report, PowerPoint
- PowerPoint presentations (with animation, links to other documents or video)
- Typing - including reports, letters, minutes, cv's, invoices etc
- Transcription
- Social medial marketing
- Marketing support
- Mail merge / mail shots
- Data entry
- Proofreading
- Internet research
- Appointment / meeting arrangements
- Event management

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