

Personal Assistant (Case 1)



A retailer of an electronic product had got so busy that they couldn't keep on top of the day-to-day administration required to run their business efficiently. The Sales Director needed to concentrate on 'selling' and growing the business.

They had already made the first move on some large wholesalers willing to look at their products but when it came to filling out the supplier forms and following through with the necessary communication the Sales Director just simply didn't have the time.

Executype PA was brought in to complete the supplier forms, communicate with the suppliers to ensure they had all the necessary information and any promotional materials and samples.



Once these urgent tasks had been taken care of the company could then focus on other immediate requirements which again they just hadn't had time to work on.



Executype PA worked on these projects which included researching and advising upon internet merchant systems, CRM and accountants.

Because of the type of product it proved difficult to find a merchant account but with determination with research and phone calls a system was found and implemented with the clients website.

Other projects included researching hotels in Greece near to a particular district that the Sales Director was visiting, rail travel timings and costs and checking and approving advertisement material for a wholesales catalogue.