



## The Perfect Solution

Many businesses find it difficult to manage fluctuations in work load and short term staff absences.

The old cry of "Call the agency! Get a temp in!" often creates more problems than it fixes. Some common issues experienced by businesses are:

- Lack of consistency in the skill set of the temporary employee the agency sends; or
- When a highly skilled employee is sent, they are often not available the next time the business needs them and a completely new employee is sent instead.
- The frustration experienced by staff caused by time spent training and familiarising a temp employee with your organisation
- Drain on office resources and accommodation (especially where the issue is a short term increase in workload or the simply isn't room)
- Minimum 4 hour charges from the employment agency, even when the task the business needs them for is a small 2 hour job.

Would you like to hear about a solution to all these issues that will provide you with a highly skilled tax deductible solution where you only pay for what you use?

### It's The Exceptional Assistant.

The Exceptional Assistant is a Virtual Assistant Service which can offer your business high level confidential secretarial and administrative support, either onsite or remotely (virtually) as often or as infrequently as you require. And here's the best bit. You only pay for what you actually use.

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## Consider these problems and solutions:

Your Executive Assistant has a very busy week ahead of her. It's Board Meeting week and she has an important event to organise and three PowerPoint presentations to complete. She could really use an extra pair of hands but none of the other EA's in the office is in a position to assist. A quick phone call to The Exceptional Assistant and the three PowerPoint presentations are taken care of. The Exceptional Assistant has your templates on file. The Exceptional Assistant is familiar with your business and how things should look and will only bill you for the time spent on task.

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Your business has just had a major recruitment drive and is expanding. There has been an unprecedented level of response to your recent job advertisements. It's "all hands on deck" for your HR Department, trying to process the acknowledgements letters & emails and the rejection letters for the unsuitable applicants. A quick phone call and The Exceptional Assistant is able to relieve the pressure and help get the responses out in a timely manner. The Exceptional Assistant can even contact applicants, schedule the interviews, leaving your staff to focus their attention back on the more challenging and urgent day to day tasks.

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The marketing department has released a huge promotional drive. You know your workload is going to treble temporarily over the next few weeks and your staff are going to be very busy and putting in some long hours to get the work done. How are you going to handle it? A temp might help you get through the next few weeks but your office is small and you really don't have the room for more people, let alone additional resources like tracking down a spare PC etc. A quick phone call to The Exceptional Assistant and you have a highly skilled temporary employee that will never darken your doorstep (unless you need them to of course!) And the next time another promotion comes along? The Exceptional Assistant will still be able to help you.

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One last thing....All work handled by The Exceptional Assistant is treated as extremely confidential. Rest assured nothing will be divulged to a third party without your consent. All your trade secrets remain your trade secrets.

Get the quality assistance your business deserves. Contact The Exceptional Assistant and see how I can help your business.

**Vanessa Ashby**

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