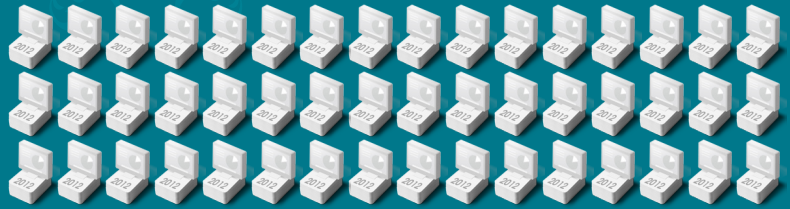




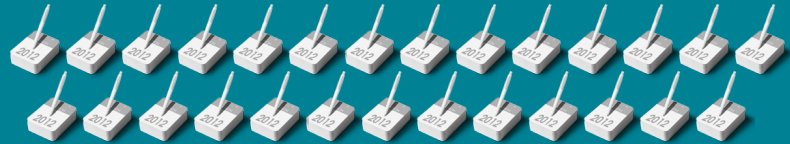
THE TRUE VALUE OF THE PA

Every year a PA will...

WRITE 30,624
words in PowerPoint presentations
(and that's before visuals and animations)



TAKE 7,200
minutes of meetings
(typed up quickly and circulated efficiently)



SCREEN 4,500
phone calls
(answering within three rings and always with a friendly tone)



LIAISE 1,920
times with clients and suppliers
(maintaining great relationships with all)



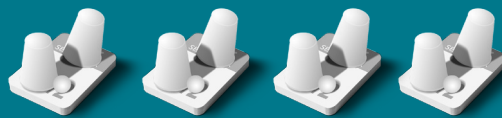
BOOK 960
diary appointments
(ensuring a perfect work/life balance)



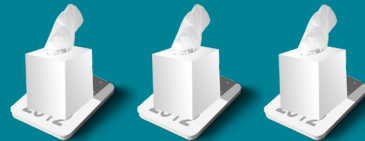
WORK 240
hours of overtime per year
(out of dedication to their boss)



SHUFFLE 50
meetings
(and make sure everyone gets there on time)



HANDLE 24
potentially embarrassing situations
(saving face for all concerned)



ENABLE 1
boss to do their job effectively
(making a happy office and a productive business)



*A role which totals more than the sum of its parts
- that's why they make a difference.*

THANK YOU PAs

TO SEE THE TOP 5 AVAILABLE PAs IN YOUR AREA, CALL YOUR LOCAL BRANCH ON 0845 345 4141.