

Virtual Executive Assistant: Your Right-Hand Partner for Success



Are you looking for an executive/admin assistant who can help you take your business to the next level? Look no further! I have a proven track record of success in providing comprehensive administrative support to executives and business leaders. I am highly organized, efficient, and detail-oriented, and I have a knack for getting things done.

Here are just a few of the ways I can help you:

- Manage your calendar and schedule appointments
- Handle email and phone calls promptly and professionally
- Prepare presentations and reports
- Coordinate travel arrangements
- Manage projects and deadlines
- Provide customer service support

I am also skilled in a variety of software programs, including Microsoft Office Suite, Google Suite, and Salesforce CRM. I am a quick learner and I am always eager to take on new challenges.

If you are looking for an executive/admin assistant who can help you free up your time and focus on what you do best, then I am the perfect candidate for you. I am confident that I can make a significant contribution to your team and help you achieve your goals.

Contact me today to learn more about my services and how I can help you succeed.

I'm confident I can help you, and can't wait to meet, talk, and rub shoulders with you or your colleagues.

But you have to hurry!

Time is limited, and I suspect this could be taken by someone else soon.

[Schedule a Discovery Call](#)

What Can I Do For

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British Columbia & Yukon Friday, November 11, 2022

SEPTEMBER NEWSLETTER

TRUTH AND RECONCILIATION MONTH

This September is unique in that it is the 10th anniversary of the Truth and Reconciliation Commission's final report. It is also the 10th anniversary of the 2008-2009 financial crisis. It is a time to reflect on the challenges we have faced and the progress we have made. It is also a time to look forward to the future and to the work that lies ahead.

BIRTHDAYS!

- 1. [Name] - [Age]
- 2. [Name] - [Age]
- 3. [Name] - [Age]
- 4. [Name] - [Age]
- 5. [Name] - [Age]
- 6. [Name] - [Age]
- 7. [Name] - [Age]
- 8. [Name] - [Age]
- 9. [Name] - [Age]
- 10. [Name] - [Age]

Other: Look at all these birthdays! September is a pretty month!

Happy Birthday to [Name] on [Date]!

QUALITIES OF A BCM LEADER

- COMMUNICATE CLEARLY AND CONCISELY
- CHECK IN
- FOLLOW UP
- PROVIDE FEEDBACK
- ARE OPEN TO FEEDBACK
- ORIENT AND MENTOR NEW PEOPLE
- CHALLENGE ASSUMPTIONS
- INQUIRE AND INFORM
- PRIORITIZE AND ORGANIZE
- WORK SAFELY
- COMMUNICATE NEEDS
- RE-FRAME AND RE-FOCUS
- ARE SOLUTION FOCUSED AND PROACTIVE
- TAKE TIME AND SPACE TO UNWIND
- COVER FOR EACH OTHER
- ASK FOR TRAINING
- WELCOME NEW WAYS TO LEARN AND BE
- ARE EXPERTS IN THEIR AREAS

Please join us for a
Thanksgiving LUNCH

Held on Friday October 06, 2023

Hosted at Central Saanich Seniors Citizens Associations, 229 Clarke Rd in Brentwood Bay

ROLES AND RESPONSIBILITIES

- 1. FULL-TIME DIRECTOR**
- 2. PROJECT MANAGER**
- 3. SITE MANAGER**
- 4. QUALITY CONTROL MANAGER**
- 5. SAFETY MANAGER**
- 6. COMMUNITY RELATIONS MANAGER**
- 7. ENVIRONMENTAL MANAGER**

Employment Agreements

1. Employment

2. What needs to be done in order to get started?

3. Number of employees

4. Location of the work

5. The number of people to employ full-time per year

Please note: Employment can only be started after the necessary steps have been taken.

6. Training

7. Create a Safety Plan

8. Report



Let's Take Your Business to the Next Level

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