

**A day in the life of an Urban PA**

We are often asked if we could give a snap shot of what one PA might be asked to do on a typical day

**On the 17<sup>th</sup> October Aggie (PA) was asked to .....**

liaise with estate agents to finalise deal with new tenant, download music onto new I pod, liaise with surveyor to agree action plan re issues with client's roof, find a nursing home to give temporary help to a parent, change passport to married name, source a mirror for new bathroom, research options for storing wills, jewellery and other valuable items in the home, register air miles, organise scaffolding for a exterior decorating job starting next day, organise a handyman for urgent shelves to be put up and translate some paperwork into Spanish.

**On the 11<sup>th</sup> November Sophie (PA) was asked to.....**

advise on how to dress for a James Bond party, cost cases of wine for a party, finalise upholstery of chairs, source and order Christmas presents, confirm honeymoon arrangements, liaise with guests regarding a wedding list, book a taxi, arrange for a roofing quote, arrange appointments with estate agents, sort out a clients dispute with a retailer, chase a credit card that had not been delivered, book flights to Glasgow, source a carpet and tiles, organise a flooring and decorating quote , pay bills, get an insurance quote and chase money owed to a client.

**On 11<sup>th</sup> September Sam (PA) was asked to.....**

arrange a last minute dinner party, read through a contract for a new nanny, arrange for painters and decorators to help out a client whose own trades people had not shown up, organise a postal redirection for a clients post to come to our offices directly, research a restaurant in Devon, suggest theatre options for half term, order some replacement school uniform, source some storage options for house clearance, sell some old books, find a man and a van, pay a congestion charge, and find someone to help a client whose PC isn't working properly.

**On 6<sup>th</sup> August Frances (PA) was asked to .....**

liaise with local council planning dept re an application, chase the garage for a car part still under warranty, contact local schools for prospectuses, order items as per magazine articles sent in by the client, organise a children's party, dispute a parking ticket, help a client who has arrived back from holiday to have no central heating, place an Ocado shop on line, send a birthday gift to Japan, change utilities into tenants name, recommend where to go to buy a good sofa, research some after school classes for children, set up an account for collecting points, book a clients cycling holiday around France and liaise with his friends, organise some urgent dry cleaning and to let in an electrician.

**On 24<sup>th</sup> February Pavle (Project Manager) was asked to .....**

Meet a client on site to take a brief on a new bathroom, schedule in handyman tasks given to him by the PA's the night before, meet a client coming back from holiday to a newly painted bedroom, order some specialist paint requested by a client for a job, meet a plumber on site for a client not happy with the pressure from their new shower, call a client to go over a quote for sanding floors, meet a new carpet fitter on site, meet a client who wants some carpentry doing for urgent storage and have an update with a clients interior designer.