

OHPA

supporting you to your success



ARE YOU DOING THE THINGS YOU HATE FOR LOVE?

Virtual Assistant. Outsourcing Service. Business Support - whatever terminology works for you, I take care of the day-to-day jobs that professionally drag you down because they are difficult or boring. In return you get to focus on the good stuff -- whether that's more time for your business or more time for yourself. #Winning!

One thing we have in common is: we both own a business. So we both know the challenges we face to run our businesses. The next great thing about us, is that my job is to do all of the things that you don't like doing because you aren't running your core business - such as posting content to social media everyday, or writing frequent blog posts that capture your audience or make your website (the window to your business soul) the slickest bad boy out there.

I offer a FREE consultation to identify the parts of your business that take up your useful time and create a cost-effective plan to take them off your hands.

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VIRTUAL
ASSISTANTS
ARE
BETTER
FOR
SMALL
BUSINESSES
THAN
EMPLOYEES

WHAT ARE THE BENEFITS OF A VIRTUAL ASSISTANT?

We are Self-Employed -

We are not employees, so Business Owners have no financial or legal commitments of an employee, like employee tax / pension or disciplinary procedures.

We are 100% Productive -

We only work when you need us and we only charge for the hours we work. No seat warmers here!

We are Virtual -

We work from our own fully-equipped office, so Business Owners have no extra office space or equipment overheads to cater for.

We are Business Owners too -

We understand what it takes to run a business because we run our own, so we have the knowledge, experience and expertise.

We are Professionals in Our Area -

We are experts in our field, providing skills, confidence and quality of work.





WHY DO BUSINESS OWNERS OUTSOURCE?

1. It's 100% productive

Outsourcing is a flexible and pay as you go service, which means Virtual Assistants only work when you need them and they only charge for the hours they work. Easy!

2. Work vs life balance

It helps to bring balance back to your day, by freeing-up time to use how you wish.

3. Reduced workload / Twice the people-power

Outsourcing your work means less work for you to do. It's that straight-forward. And more people doing the work, means more work will get done. Yay!

4. Focus on your business and achieve success

Concentrate on your passion and figure out the goals you need to reach what is your definition of success.

5. Reconnect with your customers

Use the time to exceed customer expectations and become more efficient. Maintain excellent levels of service to existing clients and exceed expectations.

6. Outsource the things you dislike

This will have a positive effect on your motivation and the way you tackle your day, if you no longer have to do the tasks you don't like and find boring.

7. Outsource the things you find difficult

Get some self-esteem back, free-up loads more time and just focus on your strengths.

8. Outsource the things you shouldn't be doing

This is where you go from being a jack-of-all-trades to the master of one. BOOM!

OUTSOURCING
IS
MADE
FOR
SMALL
BUSINESSES

MEET CLAIRE KIRKHAM

Business owner of One Hour PA | Virtual Assistant | Organised freak | Creative

I have 20 years of experience behind me and I am now an accomplished Personal Assistant and Business Owner, with a wealth of skills and a reputation for being organised. I am friendly and reliable, which serves me well in order to provide the best level of support to my clients.

I spent 15 years working in administration within the London market, mostly for the property industry. I then turned my passion into a profession and started my own Wedding Photography business. Over the next 5 years I gained first-hand experience in all areas of what it is like to run a small company and learned that it's really important to know your strengths and weaknesses, in order to work effectively. If I knew then, what I know now – I would have hired me!



Attributes

Friendly | Reliable | Honest | Calm | Positive | Organised | Thorough | Resourceful | Logical | Understanding | Supportive | Flexible | Experienced

Previous Roles

Event Organiser | Virtual Assistant Associate | Case Manager | Business Owner | Wedding Photographer | Personal Assistant | Training & Events Executive | Team Secretary | Office Administrator | Sales Team Administrator | Receptionist | Office Junior | Sales Assistant

Software Knowledge

Microsoft Office | Graphic Design | Social Media platforms | Blog Builders | Website Builders | CRM / Contact Manager | Time-tracking | Invoicing | Cloud Storage | Document Sharing | Project Management | G Suite / Email | Marketing Tools

WHY
ONE
HOUR
PA?

I created One Hour PA to support other like-minded businesses with the skills and experience that I have gained over my 20 year career. I spent 15 years working in supportive administration, starting out as a Receptionist and finishing as a Personal Assistant to a CEO. For a further 5 years I ran my own successful Wedding Photography business. I relocated from London to Salisbury in 2014 and started a family. Since then, I have found this to be the perfect time to combine my strengths and achieve my goal as a successful Virtual Assistant.
Claire

WORKING WITH ME



When you work with me, I will need to know:

- Exactly what each task is and what you want me to do
- Let me know the deadline
- How long do you want me to spend on the task
- What is your budget
- Will you want constant progress updates
- How do you want the task/project delivered
- What is your preferred method of communication

To prevent later issues I will always clarify, clarify, clarify.

Response Time



Emails - 24 hours | Calls - ASAP

email is our preferred method of communication

Virtual Work



We work remotely from our own fully-equipped office

but we do charge for expenses

Opening Hours



Monday - Friday
9am - 5pm

excluding public and bank holidays

Tracked Time



Our time is tracked and calculated to 15 minute increments

only pay for the time we work

MY SERVICES & PRICES



OUR PRICING:

HOURLY RATE
£25-£30

10 HOUR P/M
£200

15 HOUR P/M
£275

20 HOUR P/M
£350

Our service starts with a
FREE consultation
to identify the areas you
could outsource

**Web Design
&
Social Media**

**Email Management
&
Inbox Detox**

**Event Organisation
&
General Organisation**

**Advertising Campaigns
&
Marketing Materials**

**Blog Posts
&
Newsletters**

**Documents
&
Data Entry**

**Sending & Chasing
Invoices**

**Customer Service
&
Follow-up Leads**

TERMS OF BUSINESS

We will have an initial Discovery Call chat which will ensure that we are on the same wave length.

Payment will be taken at the start of each month for work to be carried out, if on a retainer package, otherwise ad hoc work is invoice with 7 days to pay.

Contracts can be terminated at any point by either party giving 14 days' notice.

Full terms and conditions can be found within the contract

CONTACT ME

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