



# PA genie

## Services



Diary Management



Appointment setting



Database Management



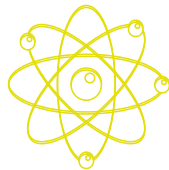
Email Management



Call handling



Meeting minutes / Note taking



Research



Finance support

## Benefits

OUTSOURCE TASKS YOU DON'T WANT TO DO

ONLY PAY FOR THE TIME SPENT ON THE WORK WE DO FOR YOU

SUPPORT OUTSIDE OF NORMAL HOURS

PROFESSIONAL SUPPORT WHEN YOU NEED IT

## PA support to suit you

**PA GENIE**

BUSINESS GENIE

LIFESTYLE GENIE

DESIGN SERVICES

TRAVEL GENIE