

Louise Wardlaw - Personal Assistant Services

"What do you need to get done?"

Phone: 0409 262 830

Email: lawardlaw@bigpond.com

ABN 31963541162

Why would you need a personal assistant?

Simple - a million and one things to do and no time to do them! Having a personal assistant is for people who find themselves short of time, or who are simply too busy to get everything done. My services can provide you with a convenient, reliable, and flexible solution to personal management, both for businesses and individuals.

How can you use an on-demand personal assistant?

Whether it's administrative/secretarial support, co-ordination of travel arrangements, or arranging social events employing my services can give you the freedom to get on with your life! One of the advantages of the service I am providing is flexibility; regular PA support is an increasingly popular choice for busy people who need a regular personal or administrative assistant but not on a permanent full-time basis.

Why use my service?

My whole career has involved organising of some sort. I have worked as a specialist Travel Consultant, Recruitment Executive, and National Product Manager.

Most recently I have been Personal Assistant to the Director of an international construction company. This position required me to have dealings with numerous high profile international executives. I was the first point of contact for demanding clients who expected top service and allowed little room for error, so I'm not afraid of multi-tasking, thinking outside of the box, and problem solving under pressure.

I pride myself on my service and would love to help make your life simpler!

Call now to discuss the different ways you can utilise my service.

M: 0409 262 830

E: lawardlaw@bigpond.com