

# Part Time Personal Assistants (Pty) Ltd

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Somerset West

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Part Time Personal Assistants is all about being there when we are needed most. Founded by Eleanor Swanepoel, and run by Kim van Wyk, both of whom are moms with busy lifestyles. We understand the importance of getting to the tasks that go by the wayside when juggling business and family. With a reliable team that can help in all different areas of business and personal admin, we are driven by customer care and the ability for our clients to trust us in all areas of their lives. We are here to take over tasks, so our clients can spend time doing the things that really matter. Not enough hours in the day? We take on the tasks that free you up to concentrate on more important priorities. Think about a task that would make your life easier if you didn't have to worry about it and give us a call.

**SERVICES OFFERED**

Bookkeeping  
VAT submissions  
Tax preparations  
Invoicing  
Anything else you need.

Marketing  
Email marketing campaigns  
Follow up calls  
Content and Design for: Presentations, Leaflets and Websites.

Diary Management  
We can manage your diary and liaise with clients, suppliers, etc, on your behalf to make sure you're always on time.

Travel  
Let us arrange and manage your travel plans, including: Flights  
Car hire  
Visas  
Accommodation  
Vehicle Administration  
We relieve you of the pain of having to plan for all the recurring vehicle related tasks that everyone

forgets. Business Administration Expense management Payroll Reimbursement  
claims Customer liaising. Personal Administration LOCATION SPECIFIC: Shopping School  
runs Utilities management Property management Medical Aid Pre-authorisations, claim  
submissions, policy updates and anything which keeps your medical health in mind.

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