



# Your business without the admin

With a bespoke solution  
we can take your business  
to new heights!



[alkira.co.uk](http://alkira.co.uk)

2018 Alkira is proudly celebrating  
10 years in business



## Virtual PA Services and Admin Support

Supporting your business with our professional expertise.

Can you imagine your business without having to do the admin?

We can manage all the daily admin tasks that take time out of your day, allowing you to work on your business not in your business.

Our experienced team of Virtual PA's have a diverse range of skills, experience and expertise to support you and your company. From diary management to business travel arrangements, meeting bookings to general everyday admin, let us manage the tasks for you.

## Concierge Services

Let us manage those personal tasks that you don't have time to do!

Sometimes there are never enough hours in the day, so why not let us manage those personal bookings for you.

Birthday gift ideas for your friends, family or clients, restaurant bookings, theatre tickets or travel bookings etc. Let us spend the time researching and arranging for you.

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## Virtual PA Appointment Setting

Leading you through your potential customers door.

Our unique PA appointment setting service is both warm and personal, using our PA skills, experience and expertise to give the right first impression of you and your company. Opening doors to your prospective clients.

### What our clients say:

*Alkira completely understood our business before we got going with their appointment setting and PA service, and we saw a dramatic and immediate increase in qualified new business meetings being booked within a week of them starting to work with us. Alkira are really open, they feel like colleagues, and they follow our processes and use their initiative. We are huge fans.*

**Jennifer Raines**, Founder Your Right Hand, [w: yourrighthand.co.uk](http://www.yourrighthand.co.uk)

## Telephone Answering and Virtual Office

Never miss a potential client call and give the right first impression.

Let us manage those incoming calls for you, leaving you to take care of your core business. After all a missed call is a potential opportunity for your competitor.

Our associate telephone answering team take your calls professionally and confidently ensuring the right first impression of your company.

Give the right professional image and gain more clients with a virtual office address in a top London or overseas location.

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# IDEA

## Business Development

We can help you turn your business ideas into reality.

No time to grow and develop your business? Coming up with great ideas is easy. It's putting those ideas into action and having the time to implement them that's difficult. In order to turn your dreams into a reality, you need to take the first step and hire a Virtual PA.

### What our clients say:

*My high-value task is being in front of, and working with, my clients. Having a Virtual PA helps me to minimise the time I spend on admin (which I loath and do badly) and maximise the time with clients. Quite simply, having a PA has given me more clients, more fun and more personal time.*

**John Holden**, Vistage Chair and Executive Coach  
w: [vistage.co.uk/john-holden](http://vistage.co.uk/john-holden) w: [futureproofmentoring.com](http://futureproofmentoring.com)

## Sales and Marketing

That important first step in order to grow your business to the next level.

Sales and marketing is time consuming but an essential part of business. We can support in many areas, so your business is consistently being marketed enabling greater sales opportunities in giving your business exposure to a wider market.

### What our clients say:

*Alkira have supported my business since 2012, their skills and expertise has helped drive the growth of our sales and customer portfolio. It's really reassuring that I have a dedicated Virtual PA working on my business which gives me more time to accelerate the performance in the focal area which is sales.*

**Warren Marks**, Director, Cubic Sales Ltd

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Elevating the  
performance of  
your business

## Benefits of using Alkira's Virtual PA services:

- Alkira gives you access to an experienced VPA without the employee overhead costs, this gives you a competitive edge over your rivals and provides strong growth opportunities.
- You can use our VPA services as much or as little as required, so you only pay for the hours you use. Increase the hours as your business grows!
- With a VPA you gain access to an extensive pool of talent and knowledge previously unavailable to your business. We tailor our skills to your business requirements.

**We save your valuable time doing what we do best!**



**Call us now for an informal chat, to hear how a  
Virtual PA can save you time and help grow your business.**

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