

PERSONAL ASSISTANT

Project-managing high-powered business and political leaders

Are YOU...?

- ✓ caring and disciplined?
- ✓ hyper efficient and methodical?
- ✓ a great multi-tasker?
- ✓ a brilliant communicator?
- ✓ an excellent team member?
- ✓ comfortable working with technology and software?
- ✓ able to manage your time effectively?

Do YOU have...?

- ✓ lots of patience, tact and an excellent telephone manner?
- ✓ a cool head in a difficult situation?

...then this **COULD BE YOU!**

Learn another **LANGUAGE** to work with prestigious employers across the globe



How?

Think about:

- ✓ Getting GCSEs and A Levels in subjects like Business, ICT and Languages
- ✓ Studying for a professional PA qualification at entry level, diploma or degree level
- ✓ Gaining work experience with a local company
- ✓ Starting out as a Receptionist and working your way up within a company to PA level
- ✓ Being able to offer language skills to multi-national companies

Think Languages:

“A high percentage of PA jobs require a language at Director level. Even if it’s only putting someone through on the telephone, it’s useful. I think British applicants are losing out to their other European counterparts as so many of them can offer more language skills.”

– Gareth Osborne, Association of Personal Assistants

Want to know more?

Check these out:

Advice on study, training and careers for Personal Assistants –

- The Institute of Chartered Secretaries and Administrators www.icsa.org.uk
- www.skillsca.org

Advice on the next step –

- www.ucas.com
- www.careerswales.com

Advice on languages –

- www.ciltcymru.org.uk
- www.routesintolanguages.ac.uk/cymru
- www.studyinglanguages.ac.uk
- www.languageswork.org.uk
- www.whystudylanguages.ac.uk
- www.europa.eu/languages
- Check out the European Commission’s website for opportunities to work and study abroad:
http://ec.europa.eu/education/lifelong-learning-programme/languages_en.htm