

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 –

- <https://careerswales.gov.wales/job-information/personal-assistant>
- www.prospects.ac.uk/job-profiles/personal-assistant

Advice on the next step –

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

Advice on languages –

- www.routesintolanguagescymru.co.uk/
- <https://wales.britishcouncil.org/en>
- www.whystudylanguages.ac.uk
- www.europa.eu/languages
- www.hwb.gov.wales/curriculum-for-wales/languages-literacy-and-communication
- www.porth.ac.uk/en/collection/botwm-y-byd

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