

10 Key Responsibilities of a General Remote PA

1 Schedule & Calendar Management

- Organising appointments, meetings, and travel plans.
- Ensuring your calendar is up-to-date and conflicts are avoided.

2 Communication Management

- Screening calls and emails to prioritise important matters.
- Drafting, proofreading, and managing correspondence.

3 Contact Management

- Maintaining an organised database of professional and personal contacts.
- Updating contact information and facilitating smooth communication.

4 Meeting & Event Coordination

- Planning meetings, conferences, and events, including agendas and minutes.
- Managing logistics such as venue bookings and invitations.

5 Travel Arrangements

- Booking flights, accommodations, and transportation.
- Preparing travel itineraries and ensuring all documents are in order.

6 Information & Data Management

- Researching topics, compiling reports, and maintaining digital and physical records.
- Ensuring data is accessible, organised, and securely managed.

7 Financial Administration

- Managing expense reports, invoices, and coordinating with accounting teams

8 Technology Support (Basic)

- Assisting with troubleshooting minor technical issues.
- Coordinating with IT support or managing online accounts.

9 Email & Inbox Organisation

- Organising, prioritising, and streamlining email communication.
- Creating templates, handling follow-ups, and ensuring timely responses.

10 Customer Support (Basic)

- Responding to inquiries, resolving issues, and escalating concerns when necessary.

Not sure if a task is something your PA can do? Just ask us

