



**Community
Life Choices**



Looking for a Personal Assistant?

We recognise that when it comes to recruiting a Personal Assistant (PA), a 'one size fits all' approach simply doesn't work. That's why Community Life Choices (CLC) offers a range of different recruitment options, depending on the level of work that you want us to take off your hands.

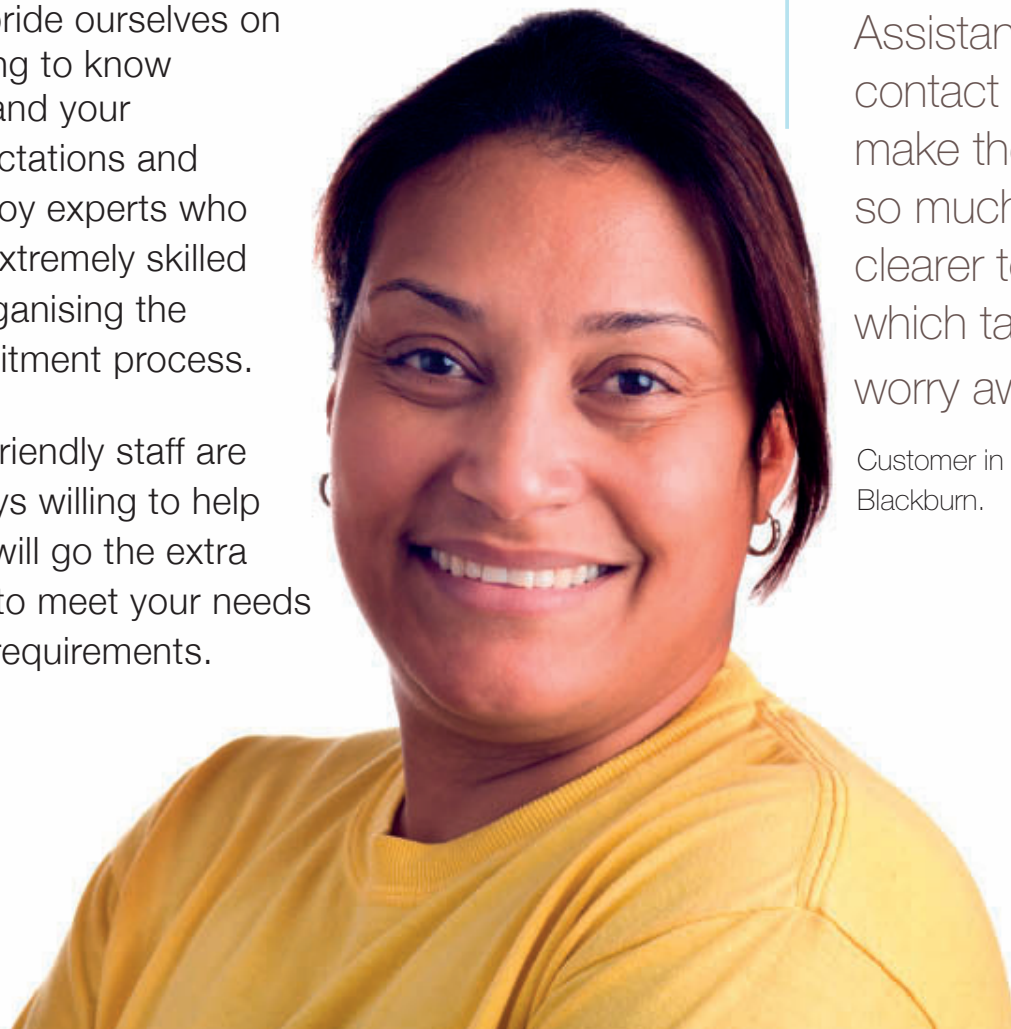
Our PA recruitment service is based on the fundamental principle of matching the right PA to your specific needs.

We pride ourselves on getting to know you and your expectations and employ experts who are extremely skilled in organising the recruitment process.

Our friendly staff are always willing to help and will go the extra mile to meet your needs and requirements.

"I think anyone considering employing their own Personal Assistant should contact CLC as they make the process so much easier and clearer to understand which takes all the worry away."

Customer in
Blackburn.



Our PA recruitment process is simple:

- We will meet with you and your circles of trust to discuss your PA requirements
- We will create a PA job advertisement, specific to your needs
- We will correspond to all the people who respond to your advertisement
- We meet with applicants in person and check their compatibility to ensure they meet all requirements
- We draw on our expertise to identify the most suitable PA for you, and we present you with a shortlist of suitable candidate profiles
- We arrange informal meetings with shortlisted PA's somewhere convenient to you
- We will support you on your choice and if you feel that the PA you have selected could be your new employee
- We liaise regarding PA job offers and start

Priced from £295
+ VAT for our services



The benefits of using our PA recruitment service:

- ✓ Peace of mind that we will take care of everything
- ✓ You can choose a PA to match your every need
- ✓ You can change your PA if you are unhappy
- ✓ A PA can give you a new lease of life
- ✓ You save time and money
- ✓ There is no administrative burden associated with employing your own PA, we do all the work so you don't have to
- ✓ We can support your employment responsibilities with payroll services
- ✓ You have peace of mind knowing that every aspect of your PA recruitment is being handled by professionals.



www.communitylifechoices.co.uk

If you require a copy of this leaflet in an alternative format, please let us know.

If you'd like more information about our PA recruitment service or any other CLC support packages, please contact us:

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