



SERVICE & INVESTMENT GUIDE

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**Executive Support.
Operational Clarity.
Exceptional Delivery.**

K&C Virtual PA provides premium executive, operational and business support to professionals and organisations across the UK.

DEDICATED
DEPENDABLE
DISCREET

Professional business support for people and organisations who value their time.

A photograph of a workspace. On the left, a silver laptop is open on a light-colored wooden desk. To its right is a dark notebook with a pen resting on it. In the background, a potted plant with green leaves is visible next to a framed picture on the wall.

K&C VIRTUAL PA

Table of Contents

- 1 A Note From The founder
- 2 The K&C Virtual PA Standard
- 3 Executive & Business Support
- 4 Operations & Business Administration
- 5 Projects, Processes & Implementation
- 6 Bespoke Business Support
- 7 Who We Support
- 8 Ways to Work With K&C Virtual PA
- 9 Investment
- 10 How We Work
- 11 Ready To Delegate
- 12 Contact

A NOTE FROM THE FOUNDER

WELCOME

I'm Kemelo, founder of K&C Virtual PA.

I created K&C Virtual PA with a simple belief: professional support should make your working life easier, not more complicated.

With over 20 years of professional experience across business administration, finance, operations, customer service, project coordination and process development, I understand the importance of having someone dependable behind the scenes, someone who takes the time to understand what you need, pays attention to the detail and takes pride in getting things right.

For me, great support is about more than completing tasks. It is about bringing clarity, structure and confidence to the way you work, while giving you back the time and headspace to focus on your priorities.

Whether you need ongoing executive support, operational assistance or help bringing a project together, my approach is always professional and considered.

Thank you for taking the time to explore K&C Virtual PA. I look forward to the possibility of supporting you.

A portrait of Kemelo NGWAMOTSOKO, the founder, is positioned on the left side of the page. She is a Black woman with long, dark hair, smiling warmly at the camera. She is wearing a black and white patterned top. The background of the portrait is a soft, out-of-focus indoor setting.*Kemelo* **NGWAMOTSOKO**
Founder

THE K&C VIRTUAL PA STANDARD



THE K&C VIRTUAL PA STANDARD

At K&C Virtual PA, professional support is about more than completing a task.

It is about understanding what needs to happen, taking ownership of the detail and ensuring that things move forward properly.

PROFESSIONALISM

Every interaction and deliverable reflects the standard expected of your business.

PRECISION

Attention to detail matters. Work is approached carefully, accurately and professionally.

DEPENDABILITY

You should be able to delegate with confidence, knowing that agreed work is being handled.

DISCRETION

Confidential information is handled with care, professionalism and appropriate discretion.

PROACTIVITY

Where appropriate, we look beyond the immediate task to identify ways to improve organisation, workflow and delivery.



Professional support, thoughtfully delivered.

SERVICES

support

EXECUTIVE & BUSINESS SUPPORT

Your priorities.

Our attention to the detail.

Professional administrative support designed to keep your day-to-day business requirements organised, coordinated and moving forward.

Executive Support

- Executive diary & calendar management
- Inbox & email management
- Appointment scheduling
- Meeting coordination
- Agenda preparation
- Action tracking & follow-ups
- Executive correspondence
- Reminder & deadline management

Business Administration

- Document preparation & management
- Report formatting & proofreading
- Presentation preparation
- Records administration
- Stakeholder communication
- General business administration
- Meeting & event logistics



**For professionals and organisations who need capable support
without adding another layer of management.**

OPERATIONS & ADMINISTRATION

Bringing structure to the business behind the business.

Strong administration creates the foundation for a business to operate efficiently.

At K&C Virtual PA, we provide practical behind-the-scenes support to help maintain organisation, consistency and visibility across everyday operations.

SUPPORT CAN INCLUDE:

Supplier & Vendor Coordination

Helping keep supplier-related administration organised and moving.

Orders & Inventory

Administrative support for customer orders, inventory and associated records.

Operational Administration

Supporting the day-to-day administrative activity that keeps business operations on track.

Process Documentation

Creating and maintaining clear documentation and Standard Operating Procedures.

CRM & Systems Administration

Maintaining records, monitoring systems and supporting administrative reporting.

Research & Business Support

Gathering information, coordinating requirements and supporting informed business decisions.

The objective:

Less administrative friction. More operational clarity.

PROJECTS, PROCESSES & IMPLEMENTATION

TURNING PLANS INTO PROGRESS.

Projects often require someone to keep the moving parts organised.

We provide structured project and implementation support from planning through to completion.

PROJECT COORDINATION

Keeping tasks, timelines, information and communication organised.

PROJECT ADMINISTRATION

Managing the documentation and administrative detail that supports delivery.

PROCESS IMPROVEMENT

Reviewing existing ways of working and identifying opportunities for greater efficiency.

WORKFLOW DEVELOPMENT

Helping create clear, practical workflows that support consistent delivery.

SOP DEVELOPMENT

Documenting processes so that important knowledge is clear, accessible and repeatable.

RESEARCH & IMPLEMENTATION

Supporting research, planning and the administrative side of putting new ideas into practice.

From the first action to the final detail, we help keep the project moving.

BESPOKE BUSINESS SUPPORT

Not every requirement fits into a service list.

Some projects need a more considered approach.

You may require support across several areas, have a defined project with a specific outcome, or simply know that something needs to be done without knowing exactly what support is required.

That's where Bespoke Business Support comes in.

Following an initial discussion, we can establish:

What needs to be achieved

What support is required

What the project involves

How the work will be delivered

The anticipated timeframe

The associated investment

Bespoke support may be suitable for:

- Defined business projects
- Operational implementation
- Process development
- Website or digital projects
- Research projects
- Business administration requiring multiple areas of support
- Short-term periods of increased workload
- Ongoing requirements that fall outside a standard service



Tell us what needs to be done.

We'll determine how best to support it.

WHO WE SUPPORT



WHO WE SUPPORT

Professional support for ambitious businesses and organisations.

We work behind the scenes to support people and organisations who value professionalism, organisation and dependable delivery.

BUSINESS LEADERS

Creating space for leadership by taking care of the detail.



ENTREPRENEURS & FOUNDERS

Providing practical support as responsibilities and workloads grow.

SMEs

Strengthening administration and operational capacity without the need for a permanent employee.

CHARITIES & ORGANISATIONS

Supporting administration, coordination and project requirements.

CONSULTANTS & PROFESSIONALS

Helping manage the operational detail surrounding their work.

GROWING BUSINESSES

Providing flexible support during periods of growth, transition or increased demand.

WAYS TO WORK WITH US

Support designed around your requirements.

There is no single way to work with us.



ONGOING SUPPORT

A consistent allocation of professional support each month.

Ideal when you have recurring administrative, executive or operational requirements.

FLEXIBLE SUPPORT

Professional assistance for individual tasks or periods of increased workload.

Ideal when your requirements fluctuate or you do not need ongoing support.

BESPOKE PROJECT SUPPORT

A tailored engagement built around a defined project, objective or implementation.

Ideal when there is a specific beginning, outcome and completion point.

STRATEGIC SUPPORT PARTNERSHIP

A more integrated arrangement for clients requiring support across executive, operational and project requirements.

Ideal for established businesses and professionals seeking a trusted long-term support partner.

INVESTMENT



INVESTMENT

Professional support, thoughtfully structured.

At K&C Virtual PA, support is tailored around the demands of your business, whether you need assistance with a specific task, ongoing administrative capacity or a trusted partner to support your wider operations.

All support is charged at a standard rate of £39 per hour, with flexible monthly packages available to provide the level of support that best suits your requirements. Whatever the number of hours you choose, our commitment to professionalism, discretion and exceptional service remains the same.

PACKAGES

1.

THE PERSONAL 5

5 HOURS | £195

Focused professional support for smaller workloads, individual priorities or businesses requiring a modest but dependable level of assistance.

3.

THE DISTINCTION

20 HOURS | £780

A greater level of dedicated support for businesses with ongoing demands across multiple areas.

2.

THE SIGNATURE

10 HOURS | £390

Consistent support for clients with regular administrative, executive or business requirements.

4.

THE PREMIER

30+ HOURS | £1,170

An integrated level of support for leaders and organisations requiring substantial ongoing assistance and greater capacity behind the scenes.

5 BESPOKE SUPPORT

When your requirements don't fit a standard allocation.

Some projects require a different approach.

For defined projects, complex requirements or support spanning multiple areas, we can develop a tailored arrangement based on your objectives, scope, time-frame and anticipated workload.

Bespoke projects are quoted individually.

YOUR SUPPORT. YOUR PRIORITIES. YOUR WAY.

Whichever support arrangement you choose, you can expect the same K&C Virtual PA standard:

PROFESSIONALISM | DISCRETION | RELIABILITY | ATTENTION TO DETAIL

Your allocation of hours determines the volume of support, not the quality of the service you receive.

START THE CONVERSATION

If you're unsure which arrangement is right for you, begin with a complimentary discovery call.

We'll explore what you need, identify the most appropriate approach and provide clarity on the next steps.

The Personal 5	05 – Flexible Support – £195
The Signature	10 – Consistent Support – from £390
The Distinction	20 – Dedicated Support – from £780
The Premier	30+ – Executive Partnership – from £1,170



HOW WE WORK



HOW WE WORK

A straightforward approach to exceptional support.

01 – DISCOVER

Tell us what you need support with.

We'll take the time to understand your requirements, priorities and desired outcome.



02 – DEFINE

We'll establish the scope of work, appropriate support arrangement, timeframe and investment.

For bespoke projects, this is developed into a tailored project brief.



03 – AGREE

Once everything is clear, the relevant documentation and arrangements are put in place.



04 – DELIVER

Work begins according to the agreed requirements, with communication maintained throughout.



05 – REVIEW

Where appropriate, we review progress, requirements and future support to ensure the arrangement continues to work for you.

READY TO DELEGATE?



READY TO DELEGATE?

Make more room for what matters.

You don't have to manage every detail alone.

Whether your workload is growing, your time is becoming increasingly stretched or you simply need a dependable professional behind the scenes, the right support can make a meaningful difference.

At K&C Virtual PA, we provide considered, professional support designed around your requirements - giving you greater capacity, clarity and confidence in the way your business operates.



START WITH A CONVERSATION.

A complimentary discovery call provides an opportunity to discuss your requirements, explore how we can assist and determine whether the support is the right fit for your business.

Professional support starts with a conversation.

www.kcvirtualpa.co.uk

contact@kcvirtualpa.co.uk

CONTACT US



K&C VIRTUAL PA

Executive Support.

Operational Clarity.

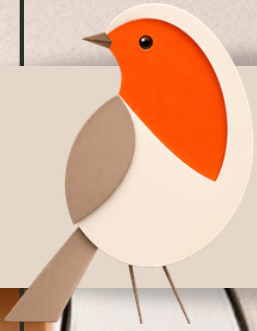
Exceptional Delivery.

Professional business support, thoughtfully delivered.

Greater Manchester | Supporting Clients Across the UK

www.kcvirtualpa.co.uk

contact@kcvirtualpa.co.uk



K & C
VIRTUAL PA

Thank
You!