

# BUSINESS CONCIERGE

## STEP 1

In consectetur convalis tortor sit amet tempor. Aenean ac turpis laoreet, aliquet lorem sit amet, egestas odio.

## STEP 2

Sed tempor lacus sed lacus aliquet tincidunt. Fusce mi turpis, pulvinar at faucibus vel, porttitor eget turpis.

## STEP 3

Praesent vitae odio dapibus, luctus libero porttitor, imperdiet ipsum.

Business  
Meeting

## CONTACT US



03333 406 312



[www.otium-conciierge.com](http://www.otium-conciierge.com)



[hello@otium-conciierge.com](mailto:hello@otium-conciierge.com)

# WHO WE ARE

**We are Otium Concierge, a Lifestyle Concierge and Business Concierge service serving clients in the UK and Beyond. We don't just focus on the luxurious elements of concierge services, we also help with the time-consuming practical elements of day-to-day tasks.**

## HOW WE STARTED

**Otium Concierge was formed in 2017, by Managing Director Katie Moss. Katie's background was in Private Banking, where she built a wealth of knowledge and a black book of contacts who she utilises to provide her clients with the best services.**

## WHERE WE ARE

**We are based in South Wales with clients based globally... UK, Sydney, Arizona, Italy to name a few.**

# OUR EXPERTS

## EXECUTIVE ASSISTANTS

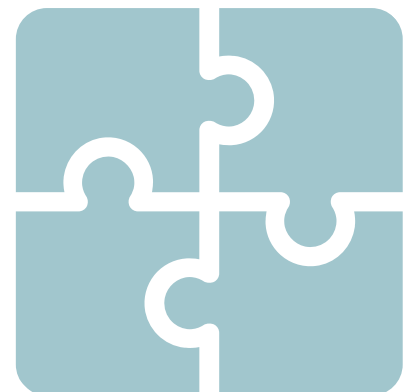
**We pride ourselves on recruiting highly skilled individuals from diverse professional backgrounds, each with extensive experience across multiple sectors.**

**Our team not only possesses a deep understanding of how businesses operate but is also trained to the highest standards, ensuring the delivery of exceptional and proactive services.**

**All of our expert Executive Assistants hold a Level 3 PA qualification.**

**We have experts in the following fields;**

- **Bookkeeping**
- **Operations**
- **Digital Marketing**
- **CRM Management**
- **Client Service**
- **Sales**
- **Recruitment**



# HOW WE SUPPORT YOU

## BUSINESS CONTINUITY

**We set the standard for excellence. We provide a top-notch executive support experience, ensuring seamless management and organisation for busy professionals.**

**Our exceptional service is characterised by:**

- **Tailored Assistance: Personalised support to meet individual needs.**
- **Business Continuity: You will have two experts trained on your business, so if someone is on holiday or sick, your business will not be affected.**
- **Strategic Planning: Assistance in long-term planning and goal execution.**
- **Confidentiality: Handling sensitive information with utmost discretion.**
- **Efficiency: Streamlining tasks for optimal productivity.**
- **Proactive Solutions: Anticipating needs and providing solutions in advance.**

# WHAT WE CHARGE

## OUR PACKAGES

**Our packages start from a minimum of 20 hours per month. This means we can really be involved and provide you with hands-on support and show real benefits in your business.**

### **Growth**

- **£600 - 20 hours per month**

### **Grower**

- **£1068 - 30 hours per month**

### **Professional**

- **£1150 - 40 hours per month**

### **Executive**

- **£1425 - 50 hours per month**

### **Experienced**

- **£1680 - 60 hours per month**

### **One Hundred**

- **£2500 - 100 hours per month**

# HOW TO GET STARTED

**JOIN US**

**Ready to save time and get rid of the admin burden?**

**Give us a call on 03333 406 312 or drop us an email at [hello@otium-concierge.com](mailto:hello@otium-concierge.com).**

**We will then issue our;**

- **Letter of engagement**
- **Terms and Conditions**
- **Direct Debit Form**

**Our payment is payable monthly in advance by direct debit.**

**You will have a one-month paid trial with us, to check you are happy, once this time has passed our contract becomes a 12-month contract.**

**Once we have received your documents back, we will book an onboarding call with you, which will be carried out over Microsoft Teams - this call will be comprehensive and we will record it. So we don't have to ask you the same questions twice.**

**We can't wait to work with you and give you back time, the one thing you cannot create more of.**