



SHELBY STAFFING

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Group



SUSTAIN HIGH-PERFORMING EXECUTIVE ASSISTANTS:

“A free guide for our successful leaders”

How our successful leaders Can Sustain High-Performing Executive Assistants: A Free Guide for Success 😊

Well let's not lie to ourselves here 😊 Executive Assistants are the unsung heroes that keep the wheels of leadership turning smoothly. They provide super critical support to executives, enabling them to stay focused on strategic decision-making while handling the companies day-to-day operations and logistics. For our leaders looking to sustain high-performing executive assistants, it's crucial to understand how to partner with the right recruitment specialists, set competitive compensation, and nurture a balanced work-life dynamic.

Partnering with Recruitment Specialists.. Shelby Staffing of course 😊

Finding and retaining skilled executive assistants is a challenging task that requires expertise and strategic planning. Partnering with recruitment specialists who understand the nuances of the executive assistant role is an essential first step. A specialist individual or firm can help you identify candidates with the right skills, experience, and personal attributes that align with your business needs.

For global businesses that require executive support for more than one board member, considering retainer fee options with recruitment specialists can provide ongoing access to talent I'm still unsure why some decision makers wouldn't do this anyway? 🤔 you can almost literally have a continuous pipeline of qualified candidates! By paying a retainer, you not only ensure you have access to top talent but also streamline the recruitment process by eliminating the need for repeated searches. Time consuming for the big boys no? 🙄 This is especially useful when you need support across multiple regions, as you can rely on a dedicated recruitment partner to meet the demands of your growing organisation.



Compensation - Salary and Beyond

Executive assistants often have the demanding job of managing complex diaries, liaising with high-level stakeholders, and supporting entire business operations. In return for their critical role, it's vital to offer competitive compensation. In the UK, high-level executive assistants typically earn between £55,000 and £80,000 annually, depending on the region and experience. In the US, the salary range is typically between \$70,000 and \$120,000, with the potential for even higher pay for those working in larger cities or supporting C-suite executives.

While salary is essential, benefits also play a crucial role in retaining top talent. This was always important to me when I was employed by executives myself. Offering flexible working arrangements, health and wellness programs, and opportunities for professional development can make all the difference in creating a positive working relationship with an EA and their Boss!

Work-Life Balance - Yes, They Need It Too! 🌴

Being an executive assistant isn't just about managing calendars and coordinating meetings – it's also about being the calm in the storm. EAs help executives maintain focus by managing everything from critical business schedules to personal bookings. And let's face it – you high-level execs can be a *bit* demanding. (Rightly so) From booking that last-minute flight to a golf retreat in the Bahamas to finding the perfect reservation at a Michelin-starred restaurant, executive assistants are often seen running around like superhumans. It's like playing concierge, personal assistant, and problem-solver all rolled into one, without the cape!

But, despite the demands, ensuring a proper work-life balance for your EAs is critical to keeping them energised and motivated.

Encouraging time off, offering wellness programs, and supporting personal time for EAs are key strategies for reducing burnout. After all, a well-rested EA is a productive EA.






Sometimes taking EA's on your Business Trips

Our Executive assistants, known for their attention to detail, often help plan these trips, ensuring that everything runs smoothly. And sometimes, they get to go along for the ride! 🚗 A few EAs have told us they accompany clients on these business or leisure trips, ensuring that every detail is taken care of – from booking flights to making restaurant reservations.

Side note.... For businesses looking to book such trips, Shelby Business Travel – part of the Shelby Staffing Group – offers a dedicated travel service 🙌



Extended info incase your still questioning why to even hire one of our EA's:

-  **Efficiency Boost:** EAs take care of the administrative tasks, giving you the freedom to focus on strategic decisions and core responsibilities.
-  **Stress Reduction:** EAs handle the chaos of your schedule, allowing you to avoid burnout and remain at your best for important meetings and presentations.
-  **Professional Network:** A skilled EA can be a liaison between you and other professionals, helping you build stronger relationships across your business ecosystem. 🧑🏻‍💼
-  **Time Management:** By expertly managing your calendar, EAs ensure that you never miss a meeting, flight, or deadline.
-  **Support Beyond Work:** From arranging personal appointments to booking family vacations, an EA provides comprehensive support that goes beyond the office.







Some more key Strategies to Sustain and Keep Executive Assistants Loyal

To maintain a high level of performance and loyalty from your executive assistants, it's important to cultivate an environment that values their contribution. Here are some key strategies to help you sustain your EA and keep them committed to both you and your company:



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-  **Provide Growth Opportunities:** Encourage professional development by offering courses, training, or mentorship. EAs who feel supported in their career growth will be more loyal and productive.
-  **Foster a Collaborative Relationship:** Treat your EA as a trusted partner, not just an assistant. Include them in key decision-making processes and value their input.
-  **Show appreciation:** Regularly acknowledge the efforts of your EA. A simple thank-you, or even a small gesture of appreciation, can go a long way in fostering loyalty and maintaining a positive working relationship.
-  **Trust Their Expertise:** EAs are Although we have done all of the vetting, our EA's are more than just task managers; they are experts in organization and efficiency. Trusting them to handle important tasks and decision-making will help build a stronger partnership.

A high-performing executive assistant is an invaluable asset to any leader or organisation. By partnering with Shelby Staffing, offering competitive compensation, nurturing work-life balance, and fostering a collaborative relationship, leaders can create an environment where EAs thrive. In turn, these talented professionals will support your success, keeping you organised, focused, and ahead of the curve. By investing in the right strategies, you'll ensure that your executive assistant is not only a key part of your team but a loyal, long-term partner in your business journey.

Your Welcome Guys.... Contact the team for more info on our services!

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Shelby Staffing Limited