

Personal Assistance

Personal Assistance & Project Management

With a personalised approach and dedication to continuity of service, our staff take care of the wishes and desires of you and your family on a just-in-time basis. As your personal assistant, we ensure smooth and well-organised handling of your private activities, thus relieving you from day-to-day time-consuming tasks.

We are your private secretary

- Diary management
- Correspondence
- Administration
- Authorities
- Data Maintenance

Real Estate

- Buying & Selling
- Letting
- Project management of building projects
 - Supervision of planning and construction phases
 - Advice regarding interior, exterior and garden design
 - Health and Safety aspects
- Property management: maintenance, insurances
- House clearances
- Attending to property during your periods of absence
- Relocation
- Security services
- Legal support

Management of household staff

- Recruitment and assessment of staff
- Work permits, immigration / visa
- Employment contracts
- Supervision / support

Dealing with matters concerning art / jewellery / vehicles:

- Buying and selling
- Maintenance
- Transport
- Evaluations
- Insurances

As your principal point of contact and confidant, we coordinate the variety of providers, who will support you and your family with their services and products. We skilfully optimise the organisation and implementation of these services by utilising the diversity of our first-rate network.

We provide guidance and support regarding the following management tasks:

Complete organisation of your relocation

- Finding accommodation
- Logistics of relocation
- Assistance in finding private schools, social and sport facilities
- Management of pets
- Liaison with authorities

Coordination of third-party service providers

- Confidant and direct contact for all family members, liaising closely with lawyers, accountants and other service providers
- Event and travel management
- Organisation of private functions, company anniversaries and other exclusive events, Hospitality
- Complete organisation of business and holiday travel / weekend trips
- Visa applications, as well as, provision of information concerning entry and vaccination regulations

Concierge Services

Are you looking for an exclusive location, a particular piece of designer furniture, or do you simply wish to relax for a few days in a hideaway resort? We would have great pleasure in advising you on the following:

- Hotels / resorts
- Restaurants
- Nightlife
- Wellness
- Personal shopping assistance
- Cultural / entertainment / leisure activities
- Charter for private jets & yachts
- Luxury vehicles
- Designer boutiques
- Hairdressers and beauty parlours
- Haute couture
- Jewellery & watches
- Antiques & designer furniture
- Wine & gourmet food

We discretely provide specialised services for your private activities. As the principal point of contact for all family members, we are at your service and offer assistance regarding reservations for hotels, restaurants, theatre etc.

- Personal errands
- Mail and messenger services
- Gift service

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