

Executive Operations Partner

Calendar, inbox, travel, vendors, onboarding handled with discretion and precision.

From €800/month or €50/hour

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What Is This Service?

A high-trust executive support service for leaders who need their day-to-day operations managed with professionalism, discretion, and proactivity. This is not a basic virtual assistant service — it is executive-grade operational support, informed by 15+ years of experience at UN agencies, multinationals, and international organizations.

Who Is It For?

- Executives and senior managers who travel frequently
- Founders who need someone to own their calendar and inbox
- Small teams without a dedicated Executive Assistant or Office Manager
- International professionals working across multiple time zones

What Is Included?

- Calendar management: scheduling, rescheduling, time-blocking, conflict resolution
- Inbox triage and email drafting on your behalf
- VIP travel logistics: flights, hotels, ground transport, itineraries
- Vendor and supplier communication and follow-up
- New employee/contractor onboarding coordination
- Document preparation, formatting, and filing
- Meeting preparation: briefings, agendas, background research
- Expense tracking and report preparation

How It Works Process

Onboarding (Day 1–3)

- Access setup to calendar, email, and agreed tools
- Briefing on preferences, priorities, recurring commitments
- Establishment of communication protocols and response expectations

Ongoing Operations

- Daily morning briefing (async note or 10-min call) on priorities
- Real-time handling of requests throughout the day
- Weekly summary of completed tasks and upcoming items

Timelines & Availability

Engagement	Monthly retainer or hourly blocks
Minimum retainer	10 hours/month
Response time	Within 2 business hours (retainer); 24h (hourly)
Availability	Mon–Fri, 8:00–18:00 CET (extended hours negotiable)
Notice for travel	Minimum 48h for standard travel; 7 days for VIP/complex trips

Pricing

Hourly	€50/hour (minimum 5h block)
Essential — 15h/month	€800/month
Professional — 25h/month	€1,100/month
Full-time EA — 40h/month	€1,700/month
VIP travel planning	€150 flat fee per trip (complex itineraries)
Payment	Invoice, monthly in advance

Standards & Best Practices

- NDA signed before access to any accounts or confidential information
- Secure handling of all credentials and personal data (GDPR compliant)
- Briefing documents prepared to airline/corporate travel standards