



Capital EA managing director Ursula Kohler (third from right) and her team help clients enjoy a greater work-life balance through their virtual and in-person executive assistant, and their concierge services.

Earn back time with Capital EA – Canberra’s only virtual and in-person EA service

How often do you wish you could have more time?

Trying to manage the demands of a busy job and a full home life can take its toll – but with a little help from Capital EA, you can regain some valuable time for the more important things in life.

Managing Director Ursula Kohler describes Capital EA as a boutique firm offering the much-needed support of a virtual or in-person executive assistant and a concierge service to Canberra’s busy individuals.

“For executives, we can assist in the ability to coordinate their busy diaries, inboxes, briefing papers, travel and liaise on their behalf to sort their lives so they can focus on their role, whether that be on various boards, or just having that additional help for some concierge needs to buy concert tickets, purchase that gift needed or even help move house,” Ursula says. “We can also assist with their personal needs such as arranging appointments, organising deliveries, waiting for tradespersons, booking garden services and cleaners, paying for bills, etc.”

According to Ursula, there is a lot of diversity in the work that Capital EA does and they will assist with “anything – as long as it’s legal”.

“We match our team members – all of whom are highly experienced EAs – with a particular client and need,” Ursula says. “We have some team

members who provide in-person support and then we have virtual EAs who work from our office or at the client’s own home office. We have also now developed a robust EA database for those CEOs who require a particular fit.”

She describes the role of her team as to “mould and merge into that person’s personality” to best understand and meet their needs.

“Most of our clients are long term and have been on our books since we opened,” she says. “But then we do have some who ask for help while they are going through roadblocks or periods that are really busy.”

And that is the beauty of Capital EA. The quality, reliable service is also flexible, offering help for one-off tasks or projects or as a longer-term solution, tapping into people’s needs.

“For a busy executive, knowing they don’t have to employ someone full-time is beneficial to them because they can just hire us when they need to,” Ursula says.

The work of Capital EA was recently acknowledged at the Canberra Women in Business Awards where Ursula was a finalist in the Businesswoman of the Year category.

“The benefit of that process was I had to stop and reflect, and in that process I realised how much this business has grown from start to now,” she says.

Ursula believes that to be an executive assistant requires a willingness to serve and acknowledges the “role came very naturally for me”.

She says it is very self-rewarding to “know that people are feeling good and could get on with other things”, describing her role as “the glue that makes sure it occurs”.

So for help when you need it, contact Capital EA on 6109 0333 to see how they can reduce your stress, and bring a bit more time back into your life.



CAPITAL EA

Contact details

Capital EA
U3, 31 Canberra Avenue, Forrest
T: 6109 0333
E: info@capitalea.com.au
www.capitalea.com.au