

ONLINE PERSONAL ASSISTANT JOB
RUSSIAN-SPEAKING PA | HOLLAND PARK | LONDON
SALARY: Negotiable

PHS Job 2335

Our new clients based in Holland Park, London are looking for an online Russian-speaking personal assistant with extensive experience working in a similar role in private families, who can anticipate the principal's requirements and speaks fluent English to make all requirements possible.

We are looking for a Russian-speaking personal assistant because the family prefer to communicate in their native language.

This position requires perfect understanding of the importance of discretion, productivity and proactivity, a high level of responsibility and professionalism, as well as willingness to be in touch 24/7 when necessary.

A person who is competent to perform assigned duties for the principals, to assist with managing their busy household, who is resilient, discreet, energetic and well-organised, able to work under pressure and multi-tasking.

We would be happy to find a person who is competent to perform assigned duties successfully and independently with excellent knowledge of London. The chosen candidate will be expected to work online, however, you will need to meet with the family once or twice a week. We will only consider applicants who have experience in a private PA role.

Position Type: full-time, online

Days: Monday- Friday

Hours: flexible

Language: Russian, English

Location: Holland Park, London

Salary: Negotiable

Starting date: ASAP

Our household staffing agency has been helping jobseekers find domestic staff jobs for over a decade. We are one of the top domestic staffing agencies in the UK. If you are looking for a Russian-speaking personal assistant job, you have come to the right place.

Duties of Russian-speaking PA may include but not be limited to:

- Acting as a first point of contact by taking phone calls and dealing with correspondence
- Reminding the Family of important tasks and deadlines
- Managing diaries and organising meetings, appointments and events
- Booking and arranging travel, transport and accommodation
- Assisting with household management, inclusive of the administration pertaining to the functioning of the household and ensuring that the deadlines are met

Perfect Household Staff • Residency Concierge & Domestic Recruitment

15 Stratton Street • London, W1J 8LQ • phone: +44 (0)204 577 0066 • fax: +44 (0)207 960 6100

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- Overseeing financial budget
- Liaising with staff, suppliers and clients / help with management of Household and house itself

Requirements of online Russian-speaking PA job:

- 5 years of working experience in similar position
- Perfect references
- Working permit within the UK
- Fluent English
- Fluent Russian

If you are personally interested in this Russian Speaking Personal Assistant Job in London or are aware of another potential candidate who may be interested in such a vacancy, please apply via the website or email vitalina.veretynskaia@perfecthouseholdstaff.co.uk

We are always excited to register new applicants and are happy to answer any questions our candidates have on the vacancies!

If you have any question, don't hesitate to call +44 (0) 203 3766 088 (ext. 109)

We are a boutique personal assistant agency in the UK. If you are looking to be employed as a family personal assistant, you have come to the right place. You will be able to see other Russian speaking personal assistant jobs in our blog - [featured positions](#).

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