



PERMANENT PART TIME PERSONAL ASSISTANT JOB

LIVE OUT PERSONAL ASSISTANT JOBS | HAMPSTEAD GARDEN | UK

Salary: 25,00 GBP / Hour Gross

PHS Job 2439

Perfect Household Staff is offering an exciting new part time personal assistant opportunity in Hampstead Garden, London. The principal is a busy gentleman who is looking for a personal assistant with excellent communication and time management skills, known for their reliability.

The ideal candidate should be an experienced, initiative-driven, proactive, flexible, computer savvy, with an open mindset and willing to be trained.

The candidate is expected to work 15 hours per week with 9 months' contract placement (till 30th of June 2024). It is essential that the jobseekers applying for this role are ready to provide light housekeeping duties as well.

Our household staffing agency has been assisting professional personal assistants find the perfect domestic staff jobs for over a decade. We are one of the top boutique PA agencies in the UK. If you are looking to be employed as a personal assistant, you have come to the right place. We will help you to find fantastic housekeeper job.

Only candidates who have the eligibility to work in the UK will be considered for this role.

Type: Live Out, Part Time

Salary: 25,00 GBP / Hour Gross

Working Days: The Principal is flexible in this point and ready to negotiate

Working Hours: 15 hours per week

Language: English

Location: Hampstead Garden, London

Starting date: asap

Perfect Household Staff • Residency Concierge & Domestic Recruitment

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Main duties of the Part Time Personal Assistant:

- Sorting paperwork and things in the home-office/Study
- Scheduling meetings, booking conference rooms on computer
- Doing expenses
- Sending planned emails (updates etc)
- Scheduling social posts in software
- Web researching on topics such as innovation
- Collating information
- Keeping the Study clean (may extend to keeping the wardrobe)
- Cleaning the open surfaces in the study

Requirements for this Part Time Personal Assistant:

- 3 years of housekeeper experience
- Checkable references
- UK working permit

If you are personally interested in the vacancy or are aware of another potential candidate who may be interested in such a vacancy, please apply via the website or email lera@perfecthouseholdstaff.co.uk.

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

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