

PERMANENT PART-TIME EXECUTIVE ASSISTANT JOB

PART-TIME EXECUTIVE ASSISTANT JOBS | HAMPSTEAD | GREATER LONDON

Salary: £25-30 GBP Gross per hour

PHS Job 2632

Our principal resides in the beautiful area of Hampstead, Greater London, known for its picturesque parks, cultural attractions, and charming high streets.

This position is a part-time, live-out role that is easily accessible by public transport, making it an ideal opportunity for candidates residing in Greater London. The role requires a well-organised and professional individual to assist in ensuring that both business and household operations run smoothly.

Our recruitment agency has been assisting professional Executive Assistants in finding the perfect domestic staff jobs for over a decade. We are one of the top boutique agencies in the UK. If you are looking to be employed as an Executive Assistant, you have come to the right place. We will help you to find a fantastic job. Only candidates who have the eligibility to work in the UK will be considered for this role.

Type: Part time

Working Days: Monday, Friday

Working Hours: 9 am - 1 pm

Language: English

Salary: £25-30 GBP Gross per hour

Location: Hampstead, Greater London

Starting Date: ASAP

The Executive Assistant will be responsible for a variety of tasks to support the principal's professional and personal life. :

- Project and Business Management: Overseeing and managing various projects, ensuring deadlines are met and tasks are completed to a high standard.
- Operations Management: Coordinating daily operations, maintaining schedules, and ensuring efficient workflow.
- Household Management: Ensuring the household runs smoothly by managing household staff, organising maintenance and repairs, and overseeing household budgets and expenses.
- Administrative Support: Handling correspondence, managing appointments, and organising meetings.
- Event Planning: Assisting with the planning and execution of social and business events.

Requirements for this Part-time Executive Assistant job:

- Five years of housekeeping experience
- Excellent checkable references
- DBS check

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:

Website <https://perfecthouseholdstaff.co.uk>

Email dina@perfecthouseholdstaff.co.uk

WhatsApp <https://wa.me/447496514092>

Perfect Household Staff • Residency Concierge & Domestic Recruitment

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Calls +44 7496 514092

We are an established Executive Assistant agency in the UK. If you are looking to be employed as a professional Part-time Executive Assistant, you have come to the right place. You will be able to see other Part-time Executive Assistant jobs in our blog [featured positions](#).

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