



PERMANENT FULL TIME JUNIOR PERSONAL ASSISTANT JOB

LIVE OUT JUNIOR PERSONAL ASSISTANT JOBS | INGATESTONE | ESSEX

Salary: 30K - 35K GBP gross per year

PHS Job 2637

At Perfect Household Staff, we pride ourselves on being absolute specialists in the domestic recruitment industry, with over 15 years of experience in matching highly qualified professionals with discerning clients. Our dedication to excellence and personalised service ensures that we consistently meet the unique needs of both employers and candidates.

We are delighted to present an exciting opportunity for a Full-time Junior Personal Assistant to join a prestigious household in the picturesque countryside of Essex. This live-out position offers a dynamic and rewarding work environment, ideal for a proactive and highly organised individual. The successful candidate will play a pivotal role in supporting a retired principal and his family, ensuring the seamless management of their personal and household affairs.

This role not only demands impeccable organisational and multitasking skills but also provides an excellent platform for career growth. The successful candidate will primarily assist in planning travel and managing various personal and household tasks. The principal spends most of his time in Dubai and less than 90 days in the UK, requiring a dependable and flexible assistant.

Our household staffing agency has been assisting professional Personal Assistants in finding the perfect domestic staff jobs for over a decade. We are one of the top boutique Personal Assistant 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 a fantastic Personal Assistant job.

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

Type: Full-time

Working Days: Monday - Friday

Working Hours: 09:00-17:30 with occasional ad-hoc requests out of hours

Language: Good command of English

Salary: £30-35K GBP gross per annum

Location: Ingatestone, Essex

Starting Date: ASAP

Main duties of the Full-time Junior Personal Assistant job:

- **Diary Management:** Keeping the principal's schedule organised and up-to-date.
- **Co-ordinating House Staff:** Overseeing the activities of house staff, groundsmen, and

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drivers to ensure smooth household operations.

- **Managing Utilities:** Handling utility accounts and services for the household.
- **Making Travel Arrangements:** Booking private and commercial flights, hotels, and other transportation as needed.
- **Event Organising:** Planning and coordinating events, including social and family gatherings.
- **Personal Errands:** Running errands such as shopping, booking appointments, and making restaurant reservations.
- **Financial Management:** Overseeing personal finances, including bill payments and liaising with financial advisors.
- **Personal Shopping:** Selecting and purchasing gifts and other personal items.
- **Healthcare Co-ordination:** Managing medical appointments and organising prescriptions.
- **Assisting the Senior Assistant:** Providing support and assistance to the senior assistant in their duties.

Requirements for this Full-time Junior Personal Assistant job:

- 3 years of Junior Personal Assistant 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:

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

Email dina@perfecthouseholdstaff.co.uk

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

Calls +44 7496 514092

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