

## **FULL-TIME LIVE-OUT PERSONAL ASSISTANT | OXSHOTT, SURREY, UK SALARY: £537 PER WEEK GROSS**

### **PHS JOB 2805**

Perfect Household Staff is delighted to present a prestigious opportunity for an exceptional Personal Assistant to join an accomplished family based in Oxshott, Surrey. The family consists of a highly successful entrepreneur, a dedicated homemaker, and their two children, who are involved in various extracurricular activities. Their lifestyle is dynamic and fast-paced, requiring meticulous organisation and proactive management. They are seeking a discreet and professional assistant to help manage personal and professional commitments with efficiency and precision.

The selected candidate will play a pivotal role in supporting the family's operations, acting as the primary point of contact for all personal and administrative needs. This position demands exceptional multitasking skills, confidentiality, and a keen eye for detail.

Known as one of the most exclusive residential areas in the UK, Oxshott boasts a rich history tied to its royal forest origins. Architecturally, the village is renowned for its stately homes and luxurious modern estates, making it a prime location for discerning families.

*Perfect Household Staff has been connecting skilled Personal Assistants with high-net-worth families for over 15 years. If you are looking to hire a personal assistant in Oxshott or seeking executive PA services in Surrey, our agency guarantees tailored matches for both clients and candidates.*

#### **Position Details:**

**Type:** Live-Out, Permanent

**Working Days:** Monday to Friday, with occasional flexibility for weekends

**Working Hours:** 40 hours weekly

**Language:** Proper English

**Salary:** £537 per week gross

**Location:** Oxshott, Surrey, UK

**Starting Date:** In 4 months

#### **Key Responsibilities:**

- Managing the intricate schedules of each family member, ensuring perfect alignment of professional obligations, social events, and personal appointments, while pre-emptively resolving any potential conflicts.
- Coordinating detailed domestic and international travel plans, including private jet charters, bespoke accommodations, multilingual guides, and on-demand concierge services for seamless journeys.
- Supervising every aspect of household operations, including managing specialised staff roles, monitoring service contracts, and ensuring all estate functions adhere to ultra-high standards.
- Drafting and managing sensitive correspondence with high-profile individuals and organisations, maintaining the utmost discretion and professionalism.
- Conceptualising and executing highly bespoke events, including themed dinners, charity galas, and family celebrations, with attention to every aesthetic and logistical detail.
- Developing and managing intricate financial systems, preparing analytical reports on expenditures, and proposing cost-saving measures without compromising quality.

**Perfect Household Staff • Residency Concierge & Domestic Recruitment**

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- Sourcing and securing one-of-a-kind luxury items, rare collectibles, or specialised services, ensuring that all acquisitions meet the family's exacting preferences.
- Addressing unique and high-pressure requests, such as coordinating international philanthropic projects, facilitating emergency travel arrangements, or organising private viewings at exclusive venues.

#### **Minimal Requirements:**

- Five or more years of private PA experience.
- Proven ability to manage complex schedules and multitask effectively.
- Impeccable organisational and communication skills.
- Excellent, checkable references.
- UK working permit.

*Although we are actively searching for the perfect candidate for this role, due to the high volume of applicants, we cannot guarantee immediate feedback from the client. However, we will do our best to be in touch as soon as the recruitment consultant has reviewed your profile.*

*If you are personally interested in this Personal Assistant role or know someone who may be suitable, please apply via our website or email [sergey@perfecthouseholdstaff.co.uk](mailto:sergey@perfecthouseholdstaff.co.uk) We are always happy to register new applicants and answer any questions about the vacancy.*

*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. Explore other available roles on our website under featured positions.*