



**PERMANENT PART-TIME LIVE-OUT PERSONAL ASSISTANT JOB
LIVE-OUT PERSONAL ASSISTANT JOB | HACKNEY, LONDON**

Salary: £20 - £25 gross per hour

PHS Job 2941

Perfect Household Staff is pleased to present a fantastic opportunity for a highly organised, proactive, and trustworthy Personal Assistant to support a professional principal residing in the heart of Hackney, East London. The principal, currently overseeing a complete refurbishment of her residence, is seeking a reliable and resourceful individual who is adept at working independently, demonstrates excellent judgement, and takes pride in delivering high standards of personal and administrative support. Hackney offers a vibrant cultural scene, green spaces, and outstanding transport links, making this live-out position easily accessible and ideal for candidates based in or around London.

This position offers a dynamic blend of remote and in-person working, requiring someone confident in navigating both virtual and hands-on responsibilities. The ideal candidate will be digitally literate, highly organised, and solutions-focused. Duties will include, but are not limited to, managing and streamlining the principal's digital files, enhancing her professional online presence via LinkedIn, and attending furniture viewings as part of the refurbishment project occasionally. Additionally, the PA will be responsible for handling personal errands, diary management, booking appointments, and making travel arrangements. Ensuring the fridge and pantry are consistently stocked, maintaining inventories, and scheduling household support staff such as the part-time cleaner and gardener will also be key elements of the role.

This is an exciting and varied opportunity that would suit a professional Personal Assistant who thrives in a structured yet flexible environment, and is genuinely committed to supporting their employer's personal and professional life with discretion, care, and efficiency.

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 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 fantastic personal assistant job.

Perfect Household Staff • Residence Concierge & Domestic Recruitment

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

Position Type: Part-Time, Live-Out, Permanent

Working Days: Monday, Wednesday, Friday

Working Hours: 15 hours per week

Language: English

Salary: £20 – £25 gross per hour

Location: Hackney, London

Start Date: ASAP

Main duties of the Part-Time Personal Assistant:

- Organising and maintaining digital files and household documentation
- Updating and enhancing the principal's LinkedIn profile
- Booking appointments and managing calendars
- Planning and coordinating travel arrangements
- Running personal errands and attending local appointments
- Viewing and sourcing furniture and home items during the refurbishment
- Conducting grocery shopping and ensuring the fridge and pantry are well-stocked
- Monitoring household supplies and managing online/in-store orders
- Liaising with the part-time cleaner and gardener, scheduling and confirming their visits
- Providing support both remotely and from the principal's residence as required
- Maintaining confidentiality and a professional, discrete presence at all times

Requirements for this Part-Time Personal Assistant job:

- Minimum of 3 years of relevant experience
- Two excellent, checkable references
- Legal right to work in the UK
- Conversational level of English



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