Private Personal Assistant
Job Description

Main purpose of the job:
To provide a proactive PA service, covering both the business and private activities of a private family, making a valuable contribution to a diverse and interesting portfolio of projects whilst delivering excellent administrative and managerial support.

The PA role is shared with another full time PA. This system has been successfully operational for several years. Tasks and responsibilities, as outlined below, will be divided up according to specific skills and preferences once the new PA is in place, yet with a considerable overlap to ensure a smooth operation during times of annual leave etc.

This post holder will be responsible for the following areas in particular:

- PA to the Lady of the Household
- Managing the family home in London
- Projects and PA work for the Gentleman

PA Tasks specific to this post
Projects and PA work for the Gentleman primarily relating to a large private and commercial property in Ireland to include:

- Education and arts based projects
- Liaising with Head of Departments
- Creating presentations
- Producing reports and plans
- Creating meetings packs and agendas

PA Tasks specific to this post

- Travelling to the home in London for a weekly meeting with the Lady of the household
- Diary management, travel arrangements and special projects
- Overseeing the running of the home including organising external contractors, car insurance and maintenance
- Frequent staff liaising including scheduling, wages, holiday and overtime records
- Special Projects – e.g. House move, renovation projects, furniture restoration

Tasks shared between two PAs - Personal

- Diary management, engagements, travel arrangements, point of contact and correspondence
- Personal Finances – liaising with the bookkeeper
- Organising transport and storage of Art, furniture and household items
- Liaising with personal guests for house parties and events
- Helping to source presents for friends and family

Tasks shared between two PAs - Office Manager

- Using a Bring Forward system so that nothing is missed
- Telephone
- Maintain intranet
- Post/Courier logs
- Stationery and office supplies

- Liaising with staff of family business located in the same building as the office - Regarding meetings, room allocation and ad hoc refurbishment

Tasks shared between two PAs - Special Projects

- 19th Century photography and art collection management
- Artwork and artist research
- Miscellaneous research - e.g. travel, acquisitions, family history etc.
- Photographic archive

Co-PA's area of specific responsibility

UK Family Business, including charity commitments.

The Gentleman has a variety of business and charity commitments including direct reports from a number of heads of departments within the family business in the UK. Your co-PA will ensure that he is fully prepped for his meetings, you will be required, at times, to take part in these tasks - this will include:

- Research and brainstorming projects
- Keeping track of 5 year plans and following up action points from meetings
- Collating documents
- Formatting PowerPoint presentations
- Attending meetings alongside and minute taking
- Preparing meeting packs and agendas
- Liaising with key clients
- Point of contact
- Not-for-profit contemporary art programme
- Art documentation
- Fundraising – ideas and correspondence

This is not an exhaustive list of duties and merely provides the outline of the tasks required, as the role is diverse and the office small and therefore flexibility is absolutely essential. We reserve the right to amend this list within reason according to the needs of the business.