

A successful Digital Content agency with offices in New York, LA, Corte & Paris is looking for a **part-time French speaking PA** to work with one the CEO for their newly opened London office. The role is 1:1 Business and Private PA role – heavily weighted on the private side. You will be supporting a very fun and dynamic, bilingual CEO who is incredibly busy as well as being a family man. While this is NOT a 24/7 role, candidates should be flexible to occasional out of hours support on the weekend during busy periods

This is a mostly remote working role 4 hours/day

ROLE of the PA:

- Overseeing house renovation
- Booking family holidays
- Booking work trips (COVID permitting)
- Heavy scheduling and diary
- Attending meetings and taking minutes
- Organizing kids schools and all the school admin
- Paying bills
- Liaising with CEO's wife and kids
- Booking restaurants
- Managing family social calendar

PROFILE:

- Fluent French and English
- Previous private PA and PA experience mandatory
- Confident, cool, calm and collected
- Strong communication skills

SALARY & BENEFITS:

- £45K pro-rata
- 28 days holidays
- 50% commuting expenses reimbursed
- Sick pay and full medical insurance