

French family living in South Kensington is looking for a **part-time French speaking Private PA** to look after their household. Our client has dogs, and the Private PA will have to be comfortable with animals. The role will require to work from the house.

The Private PA will work 5 hours a day from 9am to 2pm, Monday to Friday.

IMMEDIATE START

ROLE of the Private PA:

- Providing personal secretarial and administrative support to the household
- Household management, including administration of taxes, maintenance of the house, paying bills, etc
- Liaising with lawyers when necessary
- Supervision of any household staff (up to 6)
- Overseeing finances and budgets for the running of the house
- Running personal errands if required
- Organising the children's medical appointments, school meetings, nannies' schedule, if the person in charge is away

PROFILE:

- Fluent in French and in English, Spanish will be a strong asset
- **Previous experience as a private PA or PA in a 1-2-1 environment**
- Good MS office skills including Outlook
- Flexibility and adaptability will be assets for this role
- High degree of professionalism
- Ability to use initiative and work independently
- Punctual and reliable
- Understanding of the importance of discretion and confidentiality
- Ideally clean driving licence

SALARY:

- Between £20 and £25/h – this is a self-employed position.