

French family living in South Kensington is looking for a **part-time French and Spanish speaking Private PA** to look after their household, ideally with a hospitality or housekeeping background. Our client has dogs, and the Private PA will have to be comfortable with animals. The role will require to work from the house, and will be an excellent opportunity for candidates who would like to move to more administrative position with regular hours Monday to Friday.

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

IMMEDIATE START

ROLE of the Private PA:

- Supervising the household staff (up to 6), managing them, checking their work, organising rota, etc.
- 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
- 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 (staff is Spanish speaking)
- **Previous management experience**
- **Ideally previous experience in hospitality, housekeeping or as a Private PA in a busy household**
- Good MS office skills including Outlook
- Flexibility and adaptability will be assets for this role
- Eye for details and 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 £2000 and £2500/month (5 hours a week)
- This is a **self-employed position**

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