FRENCH RESOURCES

French family living in South Kensington is looking for a **part-time French speaking Private PA** to look after their household. The role will require to work from the house.

The Private PA will work up to 6 hours per week.

IMMEDIATE START

ROLE of the Private PA:

- Providing administrative support to the household
- Household management, including administration of taxes, maintenance of the house, paying bills, etc in London and in France
- Overseeing finances and budgets for the running of the house
- Running personal errands if required
- Organising appointments, and travel
- Supervision of any household staff

PROFILE:

- Fluent in French and in English
- **Previous experience of administrative tasks**
- 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 £40 and £50/hour.
- This is a self-employed position.