

CLIENT OBJECTIVE:

To hire a highly-motivated, intelligent, professional and energetic Personal Assistant for a busy Wall Street Executive. Must have a keen eye for detail and superior organizational skills. This is a very busy, extremely challenging position that requires a true “24/7” mentality. Extensive international travel and candidates who speak fluent French are preferred

RESIDENCE AND FAMILY DESCRIPTION:

Large townhouse on the Upper East Side in New York City.

GENERAL RESPONSIBILITIES:

- Understand the geography of the principals’ travels – calculate the timing of meeting locations and offer logical suggestions for the best use of time.
- Complete multiple tasks simultaneously and in a logical sequence, even in situations where there may be pressure and little time available.
- Coordinate daily activities and workflow and utilize effective time management skills to ensure key activities are accomplished promptly and accurately. Manage calendar; maximize employer’s time by maintaining appointment calendar and prioritizing and monitoring task lists and call lists. Track all pertinent information needed for meetings and appointments; confirm, schedule and reschedule appointments as needed.
- Anticipate the principals’ needs to help shape thoughtful actions.
- Assume ownership of work; think strategically and be resourceful.
- Coordinate all aspects of domestic and international travel including documentation, ground transportation, in flight catering and accommodations.
- Travel with the principal out of the country frequently and/or independently as necessary.
- Prepare and update list of daily activities for the principal to include a daily call sheet and calendar; prepare daily “end of day” report and recap. Regularly meet with the principal to give updates and discuss issues.
- Manage and update a current database that includes friends, business contacts, and relatives. This database should include phone numbers, addresses and birthdays and other special events.
- Represent principals in a professional manner at all times.
- Run errands, both business and personal.
- Provide meeting preparation for principal.
- Manage incoming calls, mail, email, FedEx, etc.
- Prepare correspondence, compose emails and memos.

CHARACTER SKETCH:

- Strong work ethic, courteous, honest and responsible with a service heart.
- Excellent verbal and written communication skills. Communication with the principal should be clear and concise. Fluency in French strongly preferred.
- Ability to multi-task and work efficiently to ensure all work and requests from the principal are processed expeditiously.
- Ability to disseminate information and act accordingly in a very fast-paced environment.
- Coordinating the upkeep of guest apartments.
- High sense of esthetics.

- Understand the ever-changing plans, itineraries, meetings, etc.
- Proactive self-starter with the ability to exhibit a positive attitude and remain even-keeled, calm and happy, even under pressure and in a fast-paced environment where only perfection is acceptable.
- Tech savvy; proficient with: spreadsheets/accounting; word processing, MAC, and Internet research.
- Organized, meticulous, detail-oriented, accurate and thorough.
- Discreet and respectful of employer's privacy; willing to sign a confidentiality agreement.
- Quiet and poised with an amicable personality.
- Knowledge of special events and party planning.
- Able to follow direction and instruction from employer. Gracefully accept constructive criticism and have the ability to prioritize.
- Must be able to willingly accommodate the needs of the principal.
- Command of English language should be sound. Able to understand and respond clearly and quickly both verbally and in writing.
- Team player and good people management skills.

REQUIRED ELEMENTS:

- Well-groomed, drug free and physically able to perform the duties of the position. Willing to take a pre-employment physical, psychological evaluation and drug screen when necessary. Understands there is no smoking or drinking on the premises.
- Ability to read, write and speak fluent English. Able to work legally in the United States. Valid Driver's License, with a good driving record and the ability to be bonded.
- This position requires proof of good credit history. Employee may be asked to handle money or credit as a part of this job. The credit report authorized by the signed FCRA the candidate provides will be used to make a decision regarding their employment. A poor report may result in elimination from consideration for this position.

COMPENSATION AND TERMS:

- Position is a full time, around the clock position with frequent out of country travel required.
- Salary commensurate with experience.
- Company Benefit Package.
- Accommodations are available for right candidate