

Everyday is different depending on location and travel schedule. A lot of what this position entails is being very organized and intuitive to what JE's needs/wants may be. You must be very flexible and able to travel at a moments notice.

If traveling from one of JE's properties to another:

Let the pilots know what day and time wheelsup will be, how many passengers and how much luggage is going to the plane.

Organize transportation for all passengers to get the airport.

Inform the house staff in both locations of JE's departure time, airport, FBO and arrival time, airport, FBO as well as how many people and luggage will be arriving with him so they can plan transport accordingly.

Organize plane snacks for the trip; make sure it includes all of JE's current food trends; muffins, ginger drink, butter spray, jerky, etc..

Keep track of his schedule and meetings, and make sure to remind him ahead of time as well as confirming appointments a day in advance. You should make sure to get all necessary numbers and emails from [REDACTED] in order to do so.

If traveling to a hotel, be sure to pack a bag with JE's clothes and cosmetics, enough of his preferred food to last the length of the stay, request a fan in the room.

You need to be able to book flights, cars, hotels for both JE and guests. We have been utilizing AmEx's travel service which can handle booking all of the above for us and has worked quite well.

You need to keep track of JE's passport making sure it is up to date, apply for any necessary travel visas to foreign countries, make sure you all get any vaccinations recommended for the countries visited.

Make sure the get an local currency for countries you may be visiting, Euros, Pounds, etc..

JE travels with a black bag where ever he goes which contains all of his essentials; wallet, passport, cash, medicines, ipad, computer, chargers, eye glasses, papers. You need to allows do a check of this bag before leaving the house for travel to ensure all of these items are present as well as ask him what papers he wishes to take with him.

You should have some basic photo shop skills as well as printing skills for photos which can be easily learned if computer proficient.

Sometimes projects require outsourcing a print job if it's too large for our printer in NY.

This position requires a lot of shopping for household items,(linens, towels, cosmetics, medicines, office supplies) gifts, clothes for JE, furniture, art, etc

JE has several corporate/guest apts which need to be managed; making sure they are cleaned and in order before each guest arrives, that they are properly stocked with fresh linen, toiletries, cleaning supplies, that everything is in working order.

You need to keep track of household staff schedules and days off owed.

Keep track of and submit all receipts for purchases to accountant

Schedule renovations and interior work needed in houses and apartments; paint, bathroom and kitchen renovations, purchase furniture.