

Private Executive PA

Location: Oxford or Cotswolds near Kingham

Contract type: Permanent and/or Part-time

Salary: £45,000-58,000k depending on experience

Full-time with option of 1 day working from home; alternatively part-time option 4 days per week in office pro rata

Mon-Fri 8-5 pm, or 9 to 6 pm

An amazing opportunity to assist a lovely HNW family at their stunning Oxford and Cotswold properties. The team is small and friendly consisting of housekeepers, a nanny, a property manager and a chief of staff (COS). You will have a high degree of responsibility and autonomy.

Key areas of responsibility:

- Helping COS to manage the team, staff rota and the family schedule – coordinating the team to ensure they know what's needed, who needs what and when, to ensure projects are on track.
- Coordinating social activities, booking appointments and managing diaries. Organising equestrian activities, logistics and transport.
- Ensuring household systems are in place, including filing, inventories of household contents and furnishings, contacts, house manuals, and preventative maintenance schedules.
- Paying invoices and tracking household finances, bank statement reconciliation, and petty cash. Making budgets for the household. Reviewing major household expenditure items annually to ensure that the most efficient option is in place.
- Facilitating quotes and agreements with suppliers and tradespeople, the coordination of contractors and schedules for refurbishment, landscaping, and maintenance projects.
- Assisting with purchases, returns, logistics, and memberships.
- Arranging private and commercial travel and holidays.
- Organising celebrations, dinners and helping to staff events.
- Deputising for the Chief of Staff in her absence and backstopping where necessary.
- Coordinating HR and health and safety requirements for team of 7, including holiday cover and payroll and assisting with recruitment and training of staff members; liaising with Croner and solicitor on contracts.
- Travelling 1-2 days/week to Cotswold or Oxford properties or as needed.
- Supporting others in the team and with a 'muck in' attitude during busy times and when time permits.

Key skills, attributes:

- 10+ years' experience. Corporate experience a plus.
- Exceptional tech skills in Mac and Microsoft products (e.g. Word and Excel).
- Strong organisation skills are essential.
- Experience with renovation and landscaping projects.
- Self-starter with strong initiative.
- Ability to manage projects and tasks independently with little follow up.
- Good at anticipating issues and a resourceful problem solver.
- Strong interpersonal skills.
- Experience with horses a plus.

Applications/enquiries to felicity13@live.com