Personal Assistant

Job Description:

Personal Assistants responsibilities vary greatly based on the needs of the employer. Generally, they perform mundane tasks that same the employer time and effort, such as making calls, arranging appointments, scheduling reservations for dinner and travel, picking up dry cleaning, getting coffee, and performing other such errands.

Job Responsibilities:

* Act as the point of contact between the employer and clients
* Screen and direct phone calls and distribute correspondence
* Handle requests and queries appropriately
* Manage diary and schedule meetings and appointments
* Confirm appointments
* Make travel arrangements
* Take dictation and minutes
* Maintain confidentiality
* Produce reports, presentations and briefs
* Devise and maintain office filing system
* Typing, compiling and preparing reports, presentations and correspondence

Job Qualifications:

* High School Diploma
* Experience as a personal assistant preferred

Opportunities as a personal assistant are available for applicants without experience in which more than one personal assistant is needed in an area such that an experienced front personal assistant will be present to mentor.

Job Skills Required:

* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload
* Excellent verbal and written communications skills
* Discretion and confidentiality
* Great interpersonal and communication skills
* Detail oriented