

**PERMANENT LIVE-OUT FULL-TIME EXECUTIVE ASSISTANT / HOUSEHOLD MANAGER JOB**  
**LIVE-OUT FULL-TIME EXECUTIVE ASSISTANT / HOUSEHOLD MANAGER JOBS | HAMPSTEAD |**  
**GREATER LONDON**

**Salary: £40,000 - £50,000 GBP Gross per year**

**PHS Job 2634**

A discerning principal residing in a charming two-bedroom, 1000 sq ft apartment in Hampstead, Greater London, is seeking a Full-time Executive Assistant / House Manager. The principal's residence is a well-appointed 1000 sq ft apartment with two bedrooms and two bathrooms, located in a neighbourhood renowned for its beautiful landscapes, historic architecture, and vibrant cultural scene. Hampstead offers an array of boutique shops, cafes, and parks, creating a delightful and engaging environment. This live-out position is conveniently accessible by public transport, ensuring an easy and stress-free commute for the successful candidate.

This unique role combines the responsibilities of an Executive Assistant and a House Manager, offering a dynamic and rewarding opportunity for the right individual. The successful candidate will be well-organised and professional, seamlessly managing both business and household tasks.

*Our household staffing agency has been assisting professional Executive Assistant and House Managers find the perfect domestic staff jobs for over a decade. We are one of the top boutique House Manager agencies in the UK. If you are looking to be employed as a House Manager, you have come to the right place. We will help you to find a fantastic House Manager job.*

**Only candidates who have the eligibility to work in the UK will be considered for this role.**

**Type:** Full-time  
**Working Days:** Monday - Friday  
**Working Hours:** 9 am - 5 pm  
**Language:** English  
**Salary:** £40,000 - £50,000 GBP Gross per year  
**Location:** Hampstead, Greater London  
**Starting Date:** ASAP

**Main duties of the Full-time Live-out Executive Assistant / Household Manager job:**

**Executive Assistant Duties:**

- Managing business operations and handling project management tasks.
- Coordinating the work of the principal's companies, ensuring efficient communication and workflow.
- Managing the principal's calendar, scheduling appointments, and organising meetings.
- Handling correspondence, emails, and phone calls in a professional manner.
- Coordinating travel arrangements, including booking flights, accommodations, and itineraries.
- Preparing reports, presentations, and other documents as required.
- Overseeing household budgets and financial transactions.

**Household Management:**

- Ensuring the apartment is impeccably clean and well-maintained at all times.
- Performing regular cleaning tasks, including dusting, vacuuming, and laundry.
- Overseeing any maintenance work and liaising with contractors and service providers.

**Perfect Household Staff • Residency Concierge & Domestic Recruitment**

15 Stratton Street • London, W1J 8LQ • phone: +44 (0)203 376 6088 • fax: +44 (0)207 960 6100  
Company N.7197595 • email: enquiries@perfecthouseholdstaff.co.uk • www.perfecthouseholdstaff.co.uk



- Managing household inventories, ensuring supplies are stocked, and shopping for groceries and household items.
- Providing care for the principal's dog, including feeding, walking, and grooming.
- Preparing and cooking healthy, balanced meals for the principal.

**Requirements for this Full-time Live-out Executive Assistant / Household Manager job:**

- Five years of similar experience
- Excellent checkable references
- DBS check

If you are personally interested in the vacancy or are aware of another potential candidate who may be interested in such a vacancy, please apply via:

Website <https://perfecthouseholdstaff.co.uk>

Email [dina@perfecthouseholdstaff.co.uk](mailto:dina@perfecthouseholdstaff.co.uk)

WhatsApp <https://wa.me/447496514092>

Calls +44 7496 514092

We are an established Executive Assistant / Household Manager agency in the UK. If you are looking to be employed as a professional Full-time Live-out Executive Assistant / Household Manager, you have come to the right place. You will be able to see other Full-time Live-out Executive Assistant / Household Manager jobs in our blog [featured positions](#).