



**PERMANENT FULL TIME RUSSIAN SPEAKING HEAD OF PRIVATE OFFICE JOB
LIVE IN / LIVE OUT HEAD OF PRIVATE OFFICE JOB | UK, EU, UAE
Salary: Negotiable**

PHS Job 2652

We are delighted to present an exceptional opportunity for a Russian and English-speaking Head of Private Office for an UHNWI. The successful applicant will hold a senior position where they will be responsible for forming and leading a dynamic team to ensure the highest quality of life for the principal in the UAE, UK, Europe, and Cyprus.

As the Head of the Private Office, you will oversee the management of three primary departments: estate management, lifestyle organisation and childcare. The heads of these departments will report directly to you, and you will serve as the top executive, reporting directly to the principal.

It is important to highlight that we specifically seek candidates with experience as Head of Private Office, and a proven track record of employment by UHNW families. Additionally, the ideal candidate must be a skilled manager at CEO level, demonstrating self-sufficiency and the ability to work without the need for micromanagement.

Your responsibilities will include planning trips, scheduling and organising meetings, proficiently using Google Calendar, arranging meals for the principal, searching for, renting, and eventually purchasing luxurious properties for family residences, organising leisure activities, and managing various lifestyle-related tasks.

Our household staffing agency has been assisting family office professionals in finding their dream jobs for over a decade. We are one of the top boutique domestic staffing and family office agencies in the UK. If you are looking to be employed as a Head of Private Office, you have come to the right place.

Only candidates who have the eligibility to work in the UK, EU and UAE will be considered for this role.

Type: Permanent, Full time, Live In / Live Out

Working Days: Flexible

Working Hours: Flexible

Salary: Highly Competitive

Location: UK, UAE, EU

Language: Russian and English

Starting date: ASAP

Live in / Live out Head of Private Office duties will include:

Strategic Leadership of the Private Family Office Team:

- Forming and leading a high-performance team of professionals dedicated to delivering unparalleled service.
- Supervision of three main departments with direct reporting to the principal

Perfect Household Staff • Residency Concierge & Domestic Recruitment

15 Stratton Street • London, W1J 8LQ • phone: +44 (0)203 318 4468 • fax: +44 (0)207 960 6100

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- Developing and implementing management strategies to enhance team performance and the principal's satisfaction.

Selection and Management of Premium Real Estate for Family Residence:

- Organisation of search, rental, and eventual purchase of luxurious properties for family residence.
- Establishing and maintaining standards and procedures to ensure consistency and high standards across all family properties.

Childcare Processes:

- Overseeing educational planning and activities for the principals' child.
- Coordinating with tutors, schools, and educational institutions.
- Managing extracurricular activities and enrichment programs.

Leisure Organisation and Lifestyle Management:

- Organising, planning and coordinating the lifestyle department and approving personalised trips for the principal, including sports, extreme tours, custom tours, vivid experiences, active tours, and unique excursion tours.
- Utilising creativity and personalisation skills to deliver exceptional travel experiences.
- Setting new standards in lifestyle management and event organisation.
- Organising holidays, conferences, business meetings, and unique events.

Requirements for this Full-Time Head of Private Office job:

- Mandatory possession of long-term multi-visas to the European Union (Schengen), if applicable
- Flexible working hours
- Proficiency in both oral and written English and Russian
- Proven problem-solving skills and the ability to maintain effective communication with all family members and the team
- Ability to work independently, achieving set tasks and individual goals without the need for micromanagement
- Excellent time management and workload management skills
- Driving experience in the EU, UAE, and UK
- Minimum 3 years of direct experience as a director in a Private Family Office, demonstrating the ability to develop and implement effective management strategies
- Checkable references

If you are personally interested in the Head of Private Family Office job or are aware of another potential candidate who may be interested in such a vacancy, please apply via the website or email anton@perfecthouseholdstaff.co.uk



We are always excited to register new applicants and are happy to answer any questions our candidates have on the vacancies!

We are a boutique Head of Private Office agency in the UK. If you are looking to be employed as a full-time Head of Private Office, you have come to the right place. You will be able to see other jobs in our blog [featured positions](#).

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