



**PERMANENT FULL TIME PERSONAL ASSISTANT JOB
LIVE OUT PERSONAL ASSISTANT JOB | IBIZA
Salary: Negotiable**

PHS Job 2771

Perfect Household Staff is pleased to offer a unique opportunity for a talented Personal Assistant to support a dynamic client in Ibiza. This is an exciting role that will encompass a broad range of responsibilities, including relationship management with clients, administrative tasks, event organisation, and overall coordination of the client's needs.

The ideal candidate will have a strong background in administration, with an understanding of accounting practices being particularly advantageous. This role requires someone who is detail-oriented, organised, and capable of managing multiple tasks simultaneously. A high level of technical proficiency is essential, as the role involves utilising AI, new tools, and emerging technologies to enhance productivity and efficiency.

Responsibilities will include managing schedules, organising events, tracking ongoing projects, and ensuring that deadlines and commitments are met. The Personal Assistant will also be responsible for overseeing travel arrangements, ensuring seamless coordination for both personal and professional trips.

The role is suited to a self-motivated, proactive individual who thrives in a fast-paced, ever-changing environment. The ability to adapt to new technologies and tools is key, as the client values innovation and efficiency. Flexibility is important, as the role may include remote work options, with some tasks being managed from a distance.

This position offers an exciting opportunity to work closely with a high-profile client, providing the chance to showcase exceptional organisational skills while embracing new technologies and tools in an innovative environment.

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

Perfect Household Staff • Residency Concierge & Domestic Recruitment

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

Type: Permanent, Full time, Live Out
Working Days: Monday – Friday, occasionally on Weekends
Working Hours: flexible
Salary: Negotiable
Location: Ibiza
Language: English, Spanish (bonus)
Starting date: ASAP

Main duties of the Full-time Personal Assistant job:

- Managing and nurturing relationships with clients, ensuring effective communication and collaboration.
- Handling administrative tasks, including scheduling appointments, meetings, and managing the client's calendar.
- Organising and coordinating events, ensuring all details are managed and executed smoothly.
- Keeping track of ongoing projects, deadlines, and commitments to ensure everything is on schedule.
- Assisting with accounting-related tasks, including budgeting, invoicing, and financial tracking (background in accounting preferred).
- Utilising AI and new technologies to enhance productivity and streamline processes.
- Organising travel arrangements, including booking flights, accommodation, and itineraries for both personal and professional trips.
- Adapting to and implementing new tools and technologies to improve efficiency and organisation.
- Maintaining high levels of organisation and attention to detail in all tasks and responsibilities.
- Managing remote work tasks when necessary, ensuring seamless communication and task completion.



Requirements for this Full-Time Personal Assistant job:

- 3 years of Personal Assistant experience
- Checkable references
- EU working permit

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 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 Personal Assistant agency in the UK. If you are looking to be employed as a Personal Assistant, you have come to the right place. You will be able to see other jobs in our blog - [featured positions](#)