

## FULL-TIME LIVE-OUT PERSONAL ASSISTANT | ASCOT, BERKSHIRE, UK SALARY: £650 GBP PER WEEK GROSS

### PHS JOB 2820

Perfect Household Staff is excited to offer an exceptional opportunity for an experienced and discreet Personal Assistant to support a distinguished family based in Ascot, Berkshire. The family consists of a principal engaged in international business ventures and a homemaker focused on managing the household's well-being. Their residence is an expansive estate equipped with advanced technology and refined interiors, providing a dynamic and high-standard environment.

The ideal candidate will have a proven track record of supporting ultra-high-net-worth clients (UHNW) and the ability to manage multiple responsibilities with professionalism and poise. The successful candidate will ensure seamless coordination of the family's professional and personal commitments, taking charge of schedules, events, and household operations.

Ascot is celebrated for its rich history, including its association with Windsor Great Park, which dates back to medieval times as a royal hunting ground. Architecturally, the area boasts a unique mix of regal Georgian estates and modern luxury developments, reflecting both tradition and contemporary opulence.

*Perfect Household Staff has been placing exceptional Personal Assistants with discerning families for over 15 years. If you are looking for professional personal assistant services in Berkshire or require a private PA for luxury estates in Ascot, we are here to help.*

#### Position Details:

**Type:** Live-Out, Permanent

**Working Days:** Monday to Friday, with flexibility for weekends and events

**Working Hours:** 8+ hours daily

**Language:** Proper English

**Salary:** £650 GBP per week gross

**Location:** Ascot, Berkshire, UK

**Starting Date:** Approximately in 6 weeks

#### Key Responsibilities:

- Managing complex family schedules, including professional commitments, appointments, and social engagements.
- Organising domestic and international travel, including visas, accommodation, and comprehensive itineraries.
- Liaising with household staff and external service providers to ensure smooth daily operations.
- Handling correspondence, emails, and phone calls with utmost discretion and efficiency.
- Preparing detailed financial reports, tracking household budgets, and managing expenses.
- Planning and coordinating private events, ensuring every detail is meticulously handled.
- Researching and sourcing high-quality goods and services tailored to the family's specific preferences.
- Maintaining household inventories and ensuring timely procurement of supplies.
- Acting as a liaison between the family and external contacts, upholding the highest level of professionalism.
- Assisting with ad hoc personal and professional projects, demonstrating flexibility and initiative.

**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](mailto:enquiries@perfecthouseholdstaff.co.uk)

[www.perfecthouseholdstaff.co.uk](http://www.perfecthouseholdstaff.co.uk)



**Minimal Requirements:**

- Five or more years of private PA experience.
- Proven expertise in managing complex schedules and multitasking.
- Excellent organisational and communication skills.
- Exceptional discretion and professionalism.
- UK working permit.

*Although we are actively searching for the perfect candidate for this role, due to the high volume of applicants, we cannot guarantee immediate feedback from the client. However, we will do our best to be in touch as soon as the recruitment consultant has reviewed your profile.*

*If you are personally interested in this Personal Assistant role or know someone who may be suitable, please apply via our website or email [sergey@perfecthouseholdstaff.co.uk](mailto:sergey@perfecthouseholdstaff.co.uk) We are always happy to register new applicants and answer any questions about the vacancy.*

*We are an established Personal Assistant agency in the UK. If you are looking to be employed as a professional Personal Assistant, you have come to the right place. Explore other available roles on our website under featured positions*

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