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# Example of Personal Assistant Job Description

Our company is looking to fill the role of personal assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for personal assistant

* Building relationships with internal and external customers
* Represent the Banker, exercising confidentiality, discretion and personal sensitivity in all aspects of the role, exercising judgement and taking decisions on their behalf
* Own and manage multiple complex diaries, using initiative to resolve conflicts and anticipating the banker's requirements, ensuring efficient scheduling of meetings, co-ordinating with all relevant parties to ensure best possible use of time
* Anticipate, coordinate and manage complex travel and meeting schedules and itineraries ensuring timely preparation, reconciliation and submission of all travel and corporate expensesexpenses using knowledge of geography to support arrangements across multiple time zones
* Extensive client liaison and client management, maintenance of client relationships at senior level
* Manage and maintain key communication networks, building excellent rapport within team and client group and maintaining effective relationships showing discretion as required
* Take ownership of all enquiries, resolving, escalating or identifying alternative contacts as appropriate dealing proactively with all correspondence and meeting actions
* Anticipate issues, offering practical and timely solutions, upwardly referring as necessary
* Advise on most effective and appropriate method of presentation of information and assist in maintaining client/market activity and preparing/distributing information packs, presentations
* Anticipate and provide/collate all relevant documents through understanding the nature of the ongoing work/projects of the team

## Qualifications for personal assistant

* 2 years in an administrative position, preferably with secretarial duties for senior stakeholder on a one on one basis
* Experience in managing relationships at all levels including senior executives
* High personal impact as role holder will deal with a variety of people most of whom are a high profile personalities and must maintain a highly presentable image
* Focus on quality and accuracy
* Operative keyboard at speed intermittently during working day
* Good knowledge relating to Manager/Team's area of responsibility in order to deal with queries and undertake work on their behalf