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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

* Preparation of detailed travel schedules and itineraries
* Assistance with visa requirements
* Extensive telephone duties and interaction with senior management, screening of calls and requests for meetings, timely administration of expenses, assist visiting
* MD's with diary management, arranging offices, transportation, access to buildings and team events if required
* Assist with IT issues and ad-hoc queries
* Filing - Electronic and paper
* Typing - correspondence, reports, minutes
* Being the first point of contact and key liason for the office
* General administration and management of confidential and sensitive information
* Monitor email boxes

## Qualifications for personal assistant

* Strong secretarial background preferably within the financial services industry supporting senior /board level management
* Professional, articulate and polished
* Maintain a correspondence log
* Dealing with expenses claims
* Experience working within an Executive Assistant / Senior PA role
* The ability to draft suitable letters without guidance