



Example of Personal Assistant Job Description

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Our growing company is looking to fill the role of personal assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for personal assistant

- Project manage and organise large events/conferences as appropriate to the role
- Provide support and coaching for others , actively source and share knowledge with others
- Consistently demonstrate a willingness to own/tackle problems as they arise and ability to identify issues for upward referral
- Ensure own, and enable bankers, timely compliance with policies, procedures and protocols, including performance review process
- Operate within policy and seek to use the most cost effective solutions, eg travel/expenses requests are within policy and budget, encourage greater use of video conferencing as an alternative to travel, managing room bookings (no shows) etc
- Role model and ambassador for desirable secretarial behaviours and competencies, providing cover for others in the team as requested
- Support on technology eg for presentations, video/tele conferencing
- Ad hoc duties as required by the business
- Coordination of the bi-monthly Executive Committee meeting including
- Extensive coordination of calendar to ensure effective time management and prioritisation of engagements where necessary, including tracking of business travel plans, holiday and speaking external engagements

Qualifications for personal assistant

- Extensive travel management for Global Head, including booking flights, accommodation, transport, visas and building access
- Travel and expense claims management via appropriate systems in line with applicable policies
- Pro-active monitoring and escalation of requests in absence of Global Head to appropriate supporting members
- Coordination of meetings across multiple time zones including booking rooms and audio/video conferencing requirements, organising access passes and coordinating catering so that events run without disruption
- Proactively provide administrative support for project work and ad hoc activities as necessary