

****NEW JOB****A leading creative content agency are seeking a Junior PA. Based in Primrose Hill and paying up to £27,000.

Job Title: PA

Location: Primrose Hill

Salary: £27,000

Job Role:

- Supporting an overseas based (Europe time zone) assistant, being her eyes and ears in the London office to ensure everything is running smoothly and on time
- Call list management. The client needs to call a number of people everyday so time management and being able to put through all their calls efficiently is very important
- Oversee a team of 1 (Spanish speaking) housekeeper and 1 (British) driver. Keep them informed of the agenda so they can work accordingly, manage their time, arrange for their travel if needed.
- Liaising with the driver to ensure he is up to date with any daily agenda changes
- Liaising with the Spanish speaking household manager in Spain for trips and household works/repairs as they arise
- Be the point of contact for works and repairs to be done at the London house
- Scanning, printing any documents for travel and making 'travel packs' prior to all trips
- Assisting the Head Agent with amendments of documents,
- Preparing powerPoints and any other presentations
- To take on various assignments as they arise, such as supporting the Management team in new projects