



## Personal Assistant to CEO of a Female Owned Start Up

### Overview

The Personal Assistant/Household Manager will provide Administrative and Household support to the CEO of a Female Owned Start Up on the Upper West Side of Manhattan. The ideal candidate will have experience as a Personal or Administrative Assistant to an executive or to a high-profile family and be well versed in booking luxury travel, arranging for household help, communicating with family advisors and be comfortable running errands and handling matters related to the children. The candidate must be upbeat, articulate, possess excellent written and verbal communication skills and have an overall "Go-Getter" and "Can-Do" service-oriented attitude. The ideal person will be groomed and promoted after 1-2 years in the role.

### Key Responsibilities - Administrative:

- Plan and organize meetings, special events and dinners in the Home and Office.
- Oversee all Family and Business Calendar and Travel preparation. Serve as personal coordinator for business trips to London and Europe.
- Make all Family and Business travel arrangements including flight, hotel, passport processing, visas etc.
- Monitor and manage business and household Budgets and Expenses.
- Seasonally organize activities & trips for family and 3 children. Maintain & schedule all doctor appointments, as well as manage school calendar as required.
- Perform personal and business shopping as needed.
- Manage all EMAIL Communications for home and business.
- Plan and attend personal appointments for CEO as required.
- In conjunction with the executive office, manage UBER Account & Drivers.
- Manage all bill payment and insurance for all family properties.
- Monitor family bank accounts and reconcile credit cards arranging payment as directed.
- Coordinate all household needs, repairs and any staff working in the home.
- Serve as liaison with upstate caretaker.
- Supervise, interview, hire and arrange for payment and insurance for all household staff.
- Handle all family health insurance claims, appointments and reconciliation of payments.
- Assist in child related administration including scheduling activities, classes, summer camps, birthday parties and occasional pick up of children from activities.

**Key Responsibilities - Project Work, Social Media & Marketing**

The CEO is looking for someone smart who she can groom to promote into a major role in her company. This person will need to have outstanding Writing and Computer skills as she needs help building and developing her Marketing & Social Media Campaign across 4 different companies that she manages. This person must be passionate about Social Media and want a future in Marketing as there is tremendous growth for the right person!

**Key Perks and Benefits:**

The hours in this position are 9am to 4pm, Mon-Friday.

The CEO also allows this position to work from home when CEO is traveling.

Opportunity to work from a Luxurious Townhouse on the Upper West Side of Manhattan.

Dress code is very casual.

If Interested, please email your CV to [Resumes@OmniChannelCareers.com](mailto:Resumes@OmniChannelCareers.com)