

United Kingdom Jobs Expertini®

HNW Family Assistant - SAUDI ARABIA

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Company: The Global Search Company

Location: United Kingdom

Category: other-general

As a Family Assistant you will be responsible for curating exceptional experiences and providing top-notch lifestyle management services. You will be the go-to person for ensuring that needs are met with precision and care. THIS ROLE WILL REQUIRE RELOCATION TO KSA. Responsibilities: Build and maintain strong relationships with clients to understand their unique preferences and requirements. Provide personalized recommendations and assist with booking reservations for dining, travel, entertainment, and more. Coordinate and oversee daily tasks, including but not limited to grocery shopping, errand running, and appointment scheduling. Plan and execute special events, celebrations, and surprises to create unforgettable memories. Research and source unique gifts and products based on client requests. Handle and resolve client inquiries and requests promptly and professionally. Collaborate with vendors, partners, and service providers to ensure seamless service delivery. Stay updated on the latest trends, venues, and lifestyle offerings to continually enrich the client experience. Requirements: Bachelor's degree in hospitality, business, or a related field (preferred but not required). Proven experience in concierge services, hospitality, or related roles. Exceptional interpersonal and communication skills. Strong attention to detail and organizational abilities. Ability to work independently and as part of a team. Excellent problem-solving skills and a proactive approach. Knowledge of local and international dining, entertainment, and travel options. Proficiency in using technology and software tools for organization and communication. A passion for delivering exceptional customer service and exceeding client expectations.

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