

TEMP PA

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Company: Progressis

Location: United Kingdom

Category: other-general

TEMP PA to UHNWI – Yachts and Private Planes My client is an incredibly successful and charming UHNW who is big into yachting, private planes and collecting luxury items - when he's not in the office, he's travelling around the world. I am looking for a very polished, confident and positive temp PA with 1++ years' experience to work alongside his Director of Operations. This is a temporary role for a few weeks (end-date currently undecided - rolling basis) with the potential of turning permanent. You will be based in a sumptuous private office in Mayfair, 5 days a week. **This is a unique and sought-after opportunity with duties including:**

- Supporting on both the private and the business side of things
- Meeting & greeting interesting and potentially familiar UHNWs and VIPs
- Exotic holiday planning & research
- Extensive diary management and organising international travel - think private jet, super yachts
- Must be IT savvy
- Preparing and providing logistical support during, before and after internal and external meetings – from the boardroom to a Michelin-starred restaurant (and anything in between)
- Typical hours: 9:00 -18:30 or 9:00 – 17:00

Skills and Experience Required

- The ideal would be an energetic, sporty, ex-superyacht crew or Emirates First cabin crew – someone who has travelled the world or have a hospitality background
- Has an understanding and keen interest in the UHNW lifestyle
- Is well-presented and slick – someone who lights up the room and “makes people feel comfortable & relaxed”
- A “no job too small” attitude
- Service-orientated who is happy to muck in

Comfortable working autonomously

This is an incredible temp opportunity to work for a fascinating businessman, where variety is the name of the game. The ideal candidate will understand real glamour and will have travelled the world. **Interviewing now, please get in touch**

ASAP.

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