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JOB DESCRIPTION

Title: Personal Assistant
Reporting to: Rose Uniacke
Salary: TBC
Hours: Monday to Friday 9am to 6pm
Some flexibility required

Requirements

- The ability to be Rose's representative at all times, both to internal and external parties.
- The support Rose requires varies week by week, but the PA must be somebody with whom Rose always feels comfortable, both inside and outside the office, whether with others or not.
- The role will involve accompanying Rose on various trips outside the office so the ability to take Rose's direction is a must.
- The role will also involve working closely with Rose in the office on projects, not with any creative responsibility but to liaise with the Design Team to ensure that Rose's time is allocated in a structured way so that she is always aware of which part of the design project she should be working on and what is required of her at all stages of the project / week. An appreciation of the process of design would help to make sure that Rose feels comfortable involving her PA in all aspects of her work.
- The ability to be proactive and one step ahead of Rose, predicting what she needs to know, what she needs to do and communicating this clearly so that her time is managed efficiently and completely.
- Being proactive is key to being successful, not only being one step ahead of Rose but also being able to 2nd guess what she might need.
- Rose will rely heavily on her PA, trusting that work will be handled efficiently in her absence. Discretion and confidentiality are therefore essential attributes.
- Willingness and ability to multi-task across a variety of personal and business tasks, including carrying out personal duties for Rose and running errands for the business where needed. Rose Uniacke is a small business, so flexibility is key in this role.
- Being the gatekeeper to Rose, both internally and externally
- Excellent communication skills (verbal and written)
- Excellent organisational skills and attention to detail

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- Care of personal appearance
- A warm personality but not over-intimate, respecting Rose's private boundary
- Strength of character and calm under pressure
- An innate sense of structure and timekeeping
- A "can do" attitude and enthusiasm to jump into to a variety of different tasks
- A keen and rich imagination – a wish to learn
- Exemplary references
- Full driving licence required (as some driving will be necessary)
- Experience of use of Apple Mac & related software (e.g., photo-stream, keynote)

Roles and Responsibilities

- The role will be working very closely with Rose on a one-to-one basis to allow her to make best use of her time.
- Diary management (business and personal). This includes making appointments and structuring Rose's diary so that she has regular meetings with key personnel internally and externally. Effective diary management will include the allocation of the Rose's time to client projects where design fees are charged according to her time. This also includes time allocation to allow enough "free" time for Rose.
- Email management (business and personal). This includes daily management of incoming emails including filtering and drafting responses. It is vital that Rose is aware when client or important personal emails need urgent responses.
- Booking flights and ensuring Rose has travel documents for all trips (often via a travel agent). Keeping track of when passports, visas, ESTA, and her Global Entry need to be renewed
- Rose's workspaces well organised and tidy, including all filing and managing her fabric collection.
- Personal admin. This includes being flexible and quick to act on any personal requests.
- Monitoring all of Rose's action points and company action points by means of keeping a regular Action List, with status updates given to her at regular intervals.
- Screening telephone calls, invitations, enquiries, and requests, and handling them when appropriate

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- Meeting and welcoming clients and visitors at all levels of seniority.
- Organising and attending meetings and ensuring that the Rose is well prepared for all meetings. If the meeting is taking place at her house, you will need to make sure you communicate with the house staff to ensure the house is well prepared.
- Ensuring Rose's daily welfare: refreshments, lunch, etc.
- Liaising with clients, suppliers, and other staff.
- Attendance at Fairs and external events may be required on an ad hoc basis.
- Meeting minutes on an ad hoc basis
- Co-ordination of furniture ordering when required.
- Managing the household inventory of art, antiquities, and furniture, being sure to document new additions on the software and photo streams.
- Managing Rose's extensive photo reference library; with weekly updates, regular labelling & storing in appropriate albums.
- Liaising with Rose's household staff to ensure they are aware of any activity at the house and the movements of the family and household guests.
- Diary coordination with the 3 staff in the house, managing their timesheets, duties, and rotas. Noting any days off in WSQ Staff calendar.
- Personal admin
- Liaising with household contractors including the maintenance team, plumbers, electricians and staying on top of general repairs.
- Organizing occasional events and dinners at Rose's home. This includes liaising with the florist, caterers, and household staff, as well as handling guest lists and invitations.