

CLIENT OVERVIEW

The client is a leading US private equity firm, focused on middle market leveraged buyouts, primarily in North America. The firm's strategy is to acquire relatively small businesses in partnership with high-caliber executives and achieve significant growth through consolidation, generally after significantly upgrading corporate infrastructure. Areas of expertise include business services, healthcare services, distribution, transportation and logistics, government services and defense, and light manufacturing.

POSITION SUMMARY

The Personal Assistant role is extremely diverse and requires strong technical and personal skills. The person in the role must have expert global travel planning capabilities, build and manage detailed itineraries, administer complex calendars, and work collaboratively with domestic and international household staff. Additionally, the person must have significant experience working with high-level executives, excellent written and oral communication skills, and a strong work ethic.

ESSENTIAL DUTIES

- Arrange heavy global travel with detailed itineraries that change frequently, often with extremely short notice
- Research and negotiate the best travel prices both through agents and independently
- Manage complex calendars of senior executives and investors; must be comfortable with arranging, postponing or canceling meetings
- Arrange and plan high profile business and social events, including negotiating with vendors and acting as the point of contact for guests and vendors
- Interact with household staff in various domestic and international locations

QUALIFICATIONS

- 10+ years of experience in a personal and/or C-level executive assistant support role
- A true gatekeeper with a strong sense of responsibility and the ability to complete tasks quickly, accurately, and with minimal supervision

Personal Assistant to Chairman, CEO

- Extremely flexible and willing to complete all tasks, no matter how big or small, as needed for the role
- Articulate, have strong written and oral communication skills
- Proactive and forward thinking, anticipating needs and taking initiative
- Demonstrate common sense and use discretion at all times
- Maintain strict confidentiality, as there are personal and social aspects of the position