



PERMANENT FULL TIME HOUSE MANAGER/ FAMILY PA JOB

LIVE OUT HOUSE MANAGER/ FAMILY PA JOBS | WESTMINSTER | LONDON

Salary: Negotiable

PHS Job 2567

We are currently in search of a highly capable and agile House Manager / Family PA to oversee the seamless operation in our client's property in Westminster, London.

The preferred candidate should possess excellent organisational and time management skills, be respectful, polite, demonstrating the ability to independently and successfully execute assigned tasks. Previous work experience and good knowledge of London is required in this position. The ideal candidate must be open-minded and have the ability to take directions, working to the high standards required by the principal.

Due to the varied nature of the role, we are seeking house manager / family PA with a flexible approach to their work and an ability to manage their time effectively. No task should be too big or too small.

We expect a proactive position from the candidate, a willingness to go beyond the standard framework and offer solutions to accomplish the tasks set.

As a professional house manager / family PA, this role encompasses a diverse array of responsibilities aimed at ensuring the smooth operation of the property and providing comprehensive support to the household. Duties include, but are not confined to: overseeing all facets of property maintenance, managing the recruitment and supervision of household staff, alongside providing ongoing training, coordinating with external contractors as necessary, running various errands and ensuring timely completion, attending to personal requests with meticulous attention to detail, facilitating medical appointments and managing personal affairs efficiently

Our household staffing agency has been assisting professional house manager / family PA find the perfect domestic staff jobs for over a decade. We are one of the top boutique house manager / family PA agencies in the UK. If you are looking to be employed as a house manager / family PA, you have come to the right place. We will help you to find fantastic house manager / family PA job.

Perfect Household Staff • Residency Concierge & Domestic Recruitment

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Only candidates who have the eligibility to work in the UK will be considered for this role.

Type: Live Out, Full Time, Permanent

Salary: Negotiable

Working Days: 5 days per week

Working Hours: 40 + hours per week

Language: English, Russian is a bonus, but not a must

Location: Westminster, London

Starting date: ASAP

Main duties of the Full Time House manager / family PA:

- Handling household-related administrative tasks, such as managing bills, insurance, and contracts
- Coordinate travel arrangements, including booking flights, hotels, transportation
- Running errands
- Help with sourcing and appointing contractors as well as monitoring their work in case of technical issues as to maintenance of the properties or refurbishment
- Other ad hoc duties as directed
- Engaging and overseeing outside contractors, service providers and suppliers
- Overseeing household staff including hiring, firing, payroll management and performance reviews
- Household project management
- Maintenance of the property on a regular basis
- Regularly interacting with owners to maintain direct communication and compliance with their needs
- Ensuring efficiency, harmony, and high morale throughout the household
- Booking medical appointments

Requirements for this Full Time House manager / family PA job:

- 3 years of relevant experience
- Checkable references
- UK working permit
- Driving license



If you are personally interested in the vacancy or are aware of another potential candidate who may be interested in such a vacancy, please apply via the website or email lera@perfecthouseholdstaff.co.uk.

We are always excited to register new applicants and are happy to answer any questions our candidates have on the vacancies!

We are a boutique nanny/housekeeper agency in the UK. If you are looking to be employed as a nanny/housekeeper, you have come to the right place. You will be able to see other nanny/housekeeper jobs in our blog - [featured positions](#).