



## Personal Assistant

Our client, located on Philadelphia's Main Line, seeks a Personal Assistant (PA) to provide administrative support for a busy female executive working out of her private residence. Responsibilities include scheduling across a wide array of fast-paced daily business and personal activities; personal correspondence; and general oversight of home maintenance.

This position requires a unique blend of professional administrative and personal skills, including absolute discretion, continuous ability to multi-task, attention to detail, top level organization skills, diplomacy, and tact.

The position will suit a smart, highly-organized, pro-active self-starter who can calmly work with new and unfamiliar tasks and complete them efficiently and effectively.

The PA will have a private office in the executive's Pennsylvania home, reporting directly to the executive. She will provide some supervision and support of other household staff. Smoking is prohibited indoors or on the property at any time, not just during working hours. An attractive and competitive compensation package will be negotiated for the selected candidate.

## Requirements

- Strong written and verbal skills.
- Excellent organizational skills.
- Ability to effectively multi-task.
- Bachelor's or junior college degree, required.
- Excellent professional references and a personal background check, required.
- Significant, long-tenured personal assistant experience with one or more employers, strongly preferred.
- C-Suite personal assistant experience with calendaring of some personal appointments, strongly preferred.
- Supervisory experience strongly preferred.
- Strong familiarity with Excel and Word, preferred.
- A list of references with phone numbers from the applicant's supervisors in most current and last two positions, required.

## Responsibilities

- Prepare and coordinate the executive's monthly and daily schedules, agendas, to-do lists, and travel arrangements.
- Coordination of office and some home supplies.



# **SC Staffing & Consulting**

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- Supervisory 'go to' support for other staff.
- Assist with scheduling maintenance and repairs to the Pennsylvania home.

Please send your resume to [resumes@siconsultingllp.com](mailto:resumes@siconsultingllp.com).

## ***About SC Staffing & Consulting***

SC Staffing & Consulting is a strategic staffing and consulting company with over 60 years of experience. Since 2007, we have been providing flexible expertise with a high degree of personal integrity and thoroughly trained staff.

We offer full recruitment services to businesses, governments, and other institutions, providing long-term temporary solutions and temp to perm solutions. Our professional resumes target job specifications and demonstrate experience in a compelling manner. Our internal employees have a staffing background with experience handling the full-cycle recruitment process from first interview to hire to successful job performance. Partnering with project leaders and hiring managers we ensure a positive outcome.