



teresa leigh
household risk management

Personal Assistant

Location: Winston-Salem, NC

Hours: Full time; Monday through Friday, 9:00 a.m. - 5:00 p.m.
Some weekend, on-call, and overnight hours required

Salary Range: \$35,000 - \$50,000 annually, commensurate with experience

Benefits:

Health Insurance

Paid time off

Possible retirement benefits

Optional housing benefit - spacious, and sunny apartment with cathedral ceilings, full kitchen, private access, and beautiful garden view

Job Responsibilities:

- Answer phones and take detailed messages
- Purchase supplies and gifts as directed
- Compose and edit professional correspondence and reports
- Create systems of organization within the office/files
- Manage vendor accounts and correspondence, e.g. with health insurance, utility, and credit card companies
- Schedule and coordinate meetings, events, dinner parties, appointments and other similar events
- Make travel arrangements
- Demonstrate initiative in anticipating client needs for the day, week or month as it pertains to a specific project
- Schedule and take cars to be serviced and cleaned and manage associated paperwork
- Run other errands as directed
- Manage Quicken entries and reports
- Maintain and report on multiple vendor accounts and returns
- Manage a petty cash and/or credit card account with a limit up to \$5,000
- Daily care and feeding of pets, including a dog, cat and bird; some overnight pet care required
- Coordinate veterinarian and grooming appointments
- Prepare light meals and beverages for employer when asked or when chef is not available
- Assist with set-up for parties
- Assist chef with food preparation and clean up when needed

Job Requirements:

- Some college coursework required and a minimum of five years experience as a personal assistant, administrative assistant, executive assistant, office manager or similar position
- Valid driver's license and clean driving record required
- Ability to pass a background investigation
- Excellent command of the English language, both written and verbal
- Bi-lingual English/Spanish preferred
- Professional etiquette and social grace
- Upbeat and happy personality
- Ability to maintain professional boundaries
- Pet (specifically dog, cat and bird) friendly
- Works well independently and with other staff
- Excellent organizational skills
- Ability to manage multiple projects simultaneously
- Ability to compose and format professional correspondence
- Proficient in MS Office products, especially Word, and Quicken
- Ability to work flexible hours and weekends
- Proactive
- Knowledge of making complex and international travel arrangements