

Personal Assistant

Are you a dynamic, highly organized, and proactive individual seeking a unique opportunity? We are actively recruiting a **Personal Assistant** to provide unparalleled support to a busy President in Scarborough, Maine. Our President, a seasoned professional managing multiple businesses and properties, is looking for a dedicated assistant to streamline this part of his life.

Required Skills and Qualifications

- **Communication Skills:** Excellent verbal and written communication abilities are essential for effective interaction with clients.
- **Organizational Skills:** Strong organizational skills to be able to manage multiple tasks and priorities efficiently.
- **Time Management:** Strong ability to prioritize tasks, meet deadlines and multi-task.
- **IT Proficiency:** Familiarity with office software (e.g., Microsoft Office Suite) and other digital tools for efficient task management.
- **Adaptability:** Flexibility to handle a variety of tasks and adjust to ever changing priorities.

Key Responsibilities

- **Administrative Support:** Schedule appointments and organize meetings to ensure smooth operations. Make sure documents are scanned and filed in the correct digital folders. Assist with administrative oversight for office management tasks.
- **Calendar:** Manage and organize the calendar, including scheduling meetings, appointments, etc.
- **Communication Management:** Handle correspondence, including emails and phone calls, acting as the first point of contact for the employer while maintaining professionalism and discretion.
- **E-mail:** Manage inbox for email traffic.
- **Follow up** on tasks and initiatives generated by the President.
- **Personal Errands:** Assist with personal tasks, such as running errands.
- **Travel Arrangements:** Coordinate travel plans, including booking flights, accommodations, and transportation ensuring seamless travel.
- **Confidentiality:** Maintain discretion and confidentiality in handling sensitive information.

Experience: An associate's degree in business administration or a related field is preferred, or a high school diploma with 3 years' experience as a Personal Assistant.

Travel: Occasional travel

Job Type: This is a part-time in person position with potential to become full-time