

Job #241 Family Assistant Position with Family in Waterloo



Opportunity for a Family Assistant / Personal Assistant to work in a fast-paced home in Waterloo, Ontario. This is a full-time and live-out position. The Family Assistant should be a generalist with abilities as a Personal Assistant and Household Manager. They should be energetic, creative problem solvers, organized, and preemptive thinkers. The position combines administrative desk work as well as walking Household Manager duties. The position offers a competitive salary and three weeks' vacation.

Applicants must hold current status to legally work in Canada. Sponsorship is not being considered. They must also be vaccinated against COVID-19. The Family Assistant should have a G-level driver's license and their own vehicle that can be used for work purposes (mileage will be paid).

Primary Responsibilities:

- Administrative duties that include:
 - Fielding phone calls
 - Planning trips
 - Scheduling appointments
 - Errands like picking up prescriptions
 - General research (e.g. summer camps)
 - Mail management including mailing of packages
 - Coordinating and mailing of holiday cards
 - Create (when possible) and mail event invitations
 - Calendar management
 - RSVP management
 - Review of invoices for accuracy and confirmation that the work was completed as quoted, etc.
- Household Management duties that include:
 - Scheduling home repairs
 - Managing vendors and repair projects
 - Vehicle management and maintenance
 - Coordination of cleaning staff and projects
 - School drop off and pickup when needed
 - Errands like pick up and drop off of dry cleaning

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- Mailing packages
- Assistance in event planning (researching venues, coordinating with the private chef should any additional staff be required, etc.)
- Pet walking & grooming appointments
- Ensure that household systems are in working order and call in vendors should a repair be required
- Follow COVID safety protocols
- Maintain confidentiality at all times
- Any other duties that may be required from time to time.

Qualifications and Aptitudes:

- Experience as a Household Manager and / or Personal Assistant
- Strong software skills (Office Suite) on multiple platforms
- Tech savvy
- Must have a G-level license, clean driver's abstract, and access to a vehicle (mileage as per Canada Revenue Agency standard will be paid)
- Ability to work well with others
- Strong communication skills (written and spoken)
- Good organization skills and an ability to prioritize
- Be calm and focused with an eye for detail
- Ability to offer schedule flexibility
- Good English communication skills (verbal and written)
- Respect for discretion and confidentiality
- A polished and professional bearing
- Someone who is happy, personable, trustworthy, and takes pride in what they do
- Punctual and organized
- Must be vaccinated against COVID-19, self-monitor, and follow safety guidelines
- Willing to agree to a background check
- Willing to sign a confidentiality agreement
- This is a non-smoking and fragrance free household
- The candidate must hold status to legally work in Canada. Sponsorship is not being considered.

PLEASE NOTE: We thank everyone for their application. Unfortunately, only those who qualify for the position may be contacted.