

12B Right person for the job



Media Appointments

Personal Assistant

Our client is an internationally renowned media personality who has recently been suffering health problems. An opportunity has arisen for a personal assistant. Medical support is to be provided separately.

Job specification

The duties will include:

- driving our client to and from public engagements
- organising overseas travel
- overseeing the general running of the household
- assisting with word processing and providing secretarial support

Key skills

- An ability to prioritise and work to deadlines
- French would be an advantage

Qualifications

- full, clean driving licence
- high degree of computer literacy
- first aid certificate (desirable)

Person specification

We are looking for somebody who:

- can offer flexibility, as some evening and weekend work will be necessary
- is enthusiastic and professional, with a good sense of humour
- has previous experience of a PA-type role

Employment conditions

A contract will be offered for a six-month fixed term in the first instance. A generous package will include a non-contributory pension allowance, thirty-five days' holiday, the use of a car, and free self-contained accommodation.

Please send your CV with covering letter outlining your suitability for the position to:
Frances Murray, Media Appointments, 37–39 Walton Street, London W1

Interviewer's notes



Jenny Logan

- 18'
- Fluent in French
- Has been offered a place at Oxford university
- Can't drive but is learning
- Some computer literacy
- No previous work experience, but voluntary work with elderly people
- Very confident, mature for her age, easy-going

Roger Myles

- 54
- Single parent – two young children
- Can't speak French
- Degree in nursing
- Can drive
- Computer literate
- Former travel agent
- Available immediately
- Shy, withdrawn, but very professional persona
- Calm, unflappable

Jane Thompson

- 42
- Elementary French
- Degree in psychology
- Can drive
- Some computer literacy
- Experience as a PA
- Recently divorced – had to give up her last job as a result of stress
- Available immediately
- Lively, good sense of humour, very energetic