Part time Personal Assistant

This role is suitable for an organized individual who is comfortable to work from home. Training is provided. The role does involve travelling to clients for initial visits.

Ideal candidates will be confident and experienced in the following;

* Email and telephone correspondence
* Client care/Account management
* Dealing with education enquires
* Warm sales enquiries
* Diary management for Owner and tutors

Job description

* Be available for client calls during any time of the week
* Arrange initial assessment visits with clients
* Schedule tutors for their lessons and keep timesheets up to date
* Send payment reminders to clients
* Monthly reporting of expenses and income
* Adhoc admin duties