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Silhouette Public Relations and Management is actively interviewing for a bright and talented Personal Assistant to work for one of the principals of the company. This is a fantastic opportunity to get a chance to work for a fast-growing, edgy and professional Public Relations company.

**Personal Assistant Duties, Purpose and Scope:**

This person will be privy to highly confidential information therefore discretion is of utmost importance. This person will have a professional and polished image, detailed oriented and extremely organized. Time commitments are 20-30 hours monthly on a per project basis to start, excellent opportunity for an independent self-starter capable of managing a wide variety of responsibilities with etiquette and poise.

Personal Assistant positions demand competence and skill at performing the following duties:

- reading, monitoring and responding to the principal's email,
- answering calls and handling queries,
- preparing correspondence on the principal's behalf,
- commissioning work on the principal's behalf,
- liaising with staff, clients, etc.,
- booking meetings,
- organizing travel and preparing complex travel itineraries,
- Schedule and listen-in on all important calls with principal, follow up as necessary
- planning, organizing and managing events,
- managing a budget,
- attending events/meetings as the principal's representative,
- conducting research on the internet,
- preparing presentations,
- preparing papers for meetings,
- updating websites,
- typing documents,
- managing projects,
- availability to be on call via blackberry as needed,
- valid passport and flexibility to travel as needed is desired
- assisting with personal needs as appropriate
- capable of operating in an evolving and often unstructured environment

If this sounds like a position for you, please email your resume to [MirandaJones@Silhouetteprm.com](mailto:MirandaJones@Silhouetteprm.com)