

**Job Title: Personal Assistant – Household & Lifestyle Support**

**Location:** Lausanne 1006

**Hours:** Part-time / Flexible (approximately 12 hours per week)

**Start Date:** immediately

**Salary:**

Are you highly organised, proactive, and discreet? I am looking for a mature, reliable Personal Assistant to help manage day-to-day household responsibilities, basic correspondence, and coordination of calendars to keep things running smoothly.

I work out of my home in Lausanne (1006), and ask for weekday support with household tasks, and additional duties performed remotely.

**Key Responsibilities**

- Managing personal and family calendars, appointments, and reminders
- Organising household admin (organisation, maintenance scheduling, ordering groceries)
- Coordinating travel and occasional bookings
- Light household support (tidying, laundry, receiving deliveries, preparing for guests)
- Acting as a point of contact for service providers such as an accountant
- Checking email, maintaining correspondence

**What We're Looking For**

- Experience as a personal assistant or in a similar role
- Excellent organisational and time management skills
- Confident using digital calendars and communication tools
- Ability to coordinate personal accounts
- Trustworthy, discreet, and reliable
- A self-starter with a flexible, can-do attitude
- Driver's licence (preferred but not required)
- Fluent in French and English

**What We Offer**

- A supportive and respectful working relationship
- Flexible hours and autonomy in how tasks are completed
- Opportunity to make a real difference in someone's day-to-day life

If you're someone who loves creating order, enjoys helping others, and thrives on variety, we'd love to hear from you.

**To apply**, please send your CV and a short note about why you're the right fit to [nafora.assistant@gmail.com](mailto:nafora.assistant@gmail.com) by 05 July 2025.