

## International Executive Personal Assistant

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Company: Confisa International Group

Location: Bogotá

Category: other-general

## International Executive Personal Assistant

Bogotá -La Caro, Bogotá, Colombia

Could be from Mexico, Colombia, Venezuela, Costa Rica

Full time

### Company description:

Business Group with different business units worldwide

### Job Description:

We are looking for a highly qualified and dynamic International Executive Personal Assistant to provide comprehensive support to renowned Latin American Entrepreneurs in a global environment. This demanding role requires availability to travel 100% of the time and offers the opportunity to participate in a wide range of responsibilities, including managing the entrepreneur's personal and professional agenda, coordinating international travel, organizing events, luxury shopping and assistance in family and social matters.

### Responsibilities:

Coordinate and manage the businessman's personal and professional agenda, including appointments, meetings, conferences and events.

Plan and organize complex international trips, including flight reservations, accommodation, ground transportation and visa management.

Provide logistical support during trips, ensuring the comfort and safety of the entrepreneur at all times.

Assist in the organization and execution of high-level social and business events, from intimate dinners to international conferences.

Make luxury purchases according to the businessman's needs and preferences, maintaining high standards of quality and discretion.

Provide assistance with family and personal matters, such as coordinating family activities.

Act as a liaison between the employer and his work team, ensuring effective communication and smooth execution of assigned tasks.

Maintain absolute confidentiality in all interactions and matters related to the businessman and his family.

Support in the social aspect, public and family relations.

High availability work, what they call 24/7.

### **Requirements:**

Previous experience as an Executive Personal Assistant, preferably in an international environment and for high-profile clients.

Availability to travel 100% of the time, with flexibility to adapt to different time zones and cultures.

Excellent organizational, time management and problem solving skills.

Strong verbal and written communication skills, other languages will be an advantage.

Ability to work independently and under pressure, maintaining calm and professionalism in challenging situations.

Solid knowledge in event planning, travel management and luxury purchasing.

Absolute discretion and ability to handle confidential information sensitively and ethically.

Excellent personal presentation and ability to represent the businessman in various environments with elegance and professionalism.

**Key skills of the position:**

Reliability, diplomacy and discretion.

Adaptability and flexibility.

Communication, organization and multitasking skills.

Social skills.

Ability to adapt to different work styles and cultures.

Initiative and proactive work.

Computer, Tablet and Smartphone management.

**Professional and personal profile:**

Secondary education, technical or professional career completed

Experience as a Personal Assistant, Executive, Family or Public Relations, Flight Attendant, Stewardess or Flight Attendant (Cabin Manager).

Native Spanish with desirable medium - advanced English.

Experience in managing social events.

Availability of schedule and for constant international trips.

Preference countries of origin: Colombia, Venezuela and Costa Rica.

Passport and visa to travel to the USA / Plus dual nationality (Spain).

## Salary and Benefits :

Gross annual salary \$100,000 - Negotiable based on experience and skills.

Health insurance

Smartphone, Laptop

Paid home visit or family trip

Formation and development

Negotiable benefits plan

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