

**Job Title:** Personal Assistant  
**Company:** Luxure Lifestyle  
**Location:** Naples, FL (on-site)  
**Employment Type:** Part-Time

### **About Us**

Luxure Lifestyle is a premier luxury home management company providing a wide range of services to high-end clients, including estate concierge, professional home management, renovation management, home watch, and decorating and staging. Our commitment to delivering the highest level of personalized service ensures that our clients' homes are maintained and managed with the utmost care and attention to detail.

### **Position Overview**

We are seeking a reliable, detail-oriented, and proactive Personal Assistant to join our team. This role focuses on hands-on personal support for both the company, owners, and clients, including running errands, organizing household tasks, assisting with personal shopping, and capturing behind-the-scenes social media content. The ideal candidate is resourceful, dependable, and thrives in a fast-paced, luxury service environment.

### **Key Responsibilities**

- Run personal and business-related errands, such as grocery shopping, returning items, and supply pickups.
- Assist with household tasks, including hanging up laundry, organizing spaces, taking down boxes, and overseeing household maintenance as needed.
- Manage returns, exchanges, and other shopping-related tasks for clients and company owners.
- Coordinate with vendors, contractors, and service providers as required, ensuring smooth day-to-day operations.
- Capture and shoot behind-the-scenes photos and videos for social media content, showcasing Luxure Lifestyle's services and projects.
- Act as a liaison between clients, vendors, and the Luxure Lifestyle team, ensuring excellent communication and service.
- Maintain an organized and clean environment for clients, both in their homes and during events.
- Assist with packing, unpacking, and organizing during moves or renovations.
- Provide additional support during special events, including home staging and preparation.
- Keep management informed of any issues, updates, or progress on various tasks and responsibilities.
- Perform any other duties needed to support the seamless management of luxury homes and personal tasks.

## **Qualifications**

- Prior experience as a personal assistant, household manager, or similar role is preferred.
- Excellent organizational and multitasking abilities, with strong attention to detail.
- Ability to handle personal and business errands efficiently and with discretion.
- Basic photography/videography skills are a plus.
- Exceptional communication and customer service skills, especially when dealing with high-end clientele.
- Ability to work independently and proactively in a fast-paced environment.
- Reliable transportation and a valid driver's license.
- Knowledge of the Naples, FL area and local service providers is a plus.

## **What We Offer**

- Salary range: \$30-\$50 per hour depending on skill and experience
- Approximately 20-25 hours per week of work
- Unlimited PTO
- Opportunities to work with high-end clientele in the luxury home management sector
- A supportive and dynamic team environment with room for growth as the business grows