Personal Assistant to Shoshana and Rory Stewart

Start date: Urgent
Salary: Commensurate with experience
Reporting to: CEO and Senior Fellow
Location: Amman, Jordan

Role Summary: This is a full-time role which is incredibly varied and includes (but is not limited to) schedule management, logistics, travel, events, and other ad hoc admin tasks. No two days are the same - along with the more interesting parts of work, you will also be willing to take on the more mundane logistical tasks. We’re looking for someone who is friendly and dedicated, has an eye for detail, can think on their feet, work to tight deadlines, remain calm under pressure and handles sensitive and confidential information with discretion.

Background: Shoshana Stewart is CEO of Turquoise Mountain Trust, and Rory Stewart is a Senior Fellow at Yale University’s Jackson Institute. Turquoise Mountain is a non-profit, non-governmental organization specializing in urban regeneration, business development, and education in traditional arts and architecture. We seek to provide jobs, skills, and opportunities through heritage. Turquoise Mountain works in Jordan to support artisans and to promote involvement with heritage, and works in Afghanistan, Myanmar, and Saudi Arabia. The CEO runs the organisation, and the Senior Fellow founded it and is still very connected to it. The Senior Fellow’s work includes teaching at Yale University, writing, and public speaking. They have two children, 6 and 4.

Main responsibilities:
- Meticulously plan frequently changing travel (often at short notice)
- Create itineraries, arrange visas, flights, and accommodation for the family
- Organize and schedule meetings, calls, reminders, and personal appointments (across various time zones)
- Assist with the organization of both internal and external events
- Support the existing Executive Assistant in the UK (for example with the family’s HR and financial administration - banking, payments, payroll, expense claims, pensions and tax)
- Additional admin including invitations, post, filing, etc.
- Additional ad hoc requests and errands, including personal and family requests and arrangements

Required skills:
- Fluent English (written and spoken)
- Must possess a polite, helpful, and professional attitude, as well as a personable and friendly manner
- Excellent attention to detail
- Flexibility and adaptability to various competing demands, and ability to prioritize
- Patience & calm under pressure, and comfort with last minute requests
- Proven ability to handle confidential information with discretion
- Must be highly IT literate (including Mac, and PC, Outlook, Word, Excel & PowerPoint)
- Financial literacy (no formal qualification required, but a strong level of ability with basic finances important)

Required Experience: At least 2 years’ experience working as a professional PA for senior management within a company or for a high-profile individual

To apply for this role, please send a copy of your CV with covering letter to vacancy.jo@turquoisemountain.org with the subject line “Stewart Personal Assistant.”