



Job Offer: Multi-Client Personal Assistant – Multi-Family Office (UHNWI Clients)

Location: Monaco

Job Type: Full-time

Start Date: ASAP

About Us

We are a fast-growing Multi-Family Office providing tailored financial, administrative, and lifestyle services to Ultra High Net Worth Individuals (UHNWI) and their families. We operate with agility, efficiency, and discretion, ensuring seamless support across all aspects of our clients' personal and professional lives.

As we expand, we're looking for a Multi-Client Personal Assistant who is highly organized, proactive, and comfortable handling multiple high-level clients. This role requires a sharp, hands-on problem solver who thrives in a dynamic environment and can work autonomously while staying aligned with our fast-paced operations.

Your Role & Responsibilities

As a Multi-Client Personal Assistant, you will be the key point of contact for multiple clients, ensuring smooth day-to-day operations and proactive support. you'll also play the role of conductor in the relationship between business experts and customers.

Administrative & Financial Support

- Handle confidential correspondence, contracts, and key documentation
- Assist in legal and financial paperwork, coordinating with various counterparties such as but not limited to insurers, banks, lawyers, and advisors
- Structure and maintain both digital and physical filing systems
- Track expenses, monitor commitments, and ensure accurate reporting in collaboration with the finance team
- Oversee invoices, payments, and budget follow-ups for multiple clients

Client & Relationship Management

- Act as the primary contact for clients, ensuring high-touch, discreet service
- Handle client requests with efficiency and problem-solving mindset
- Coordinate between family offices, service providers, and household staff
- Anticipate client needs and deliver proactive, solutions-driven support



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<https://prime.mc/prime-family/>

Relocation Services – Monaco Residency Assistance

- Assist clients with the process of relocating to Monaco, including administrative and legal formalities based on proven in-house procedures
- Coordinate residency applications, liaising with local authorities
- Manage utility setup and local registrations
- Provide ongoing support to ensure a smooth integration into Monaco's business and social environment

Who You Are

You're a highly resourceful, organized, and pragmatic professional who thrives in high-stakes environments. You anticipate problems before they arise and execute solutions with precision.

- 3+ years of experience as a Personal Assistant, Executive Assistant, or in a Family Office setting
- Fluent in English and French (additional languages are a plus)
- Strong ability to multitask and prioritize in a fast-paced environment
- Discreet, emotionally intelligent, and able to handle confidential matters with care
- Advanced proficiency in Microsoft 365, especially Excel and Teams
- Comfortable working with cutting-edge technological solutions to enhance efficiency and optimize processes
- Experience in handling relocation services and residency applications, particularly in Monaco
- Financially literate – comfortable tracking expenses and liaising with finance teams
- A natural problem solver with a "get things done" attitude

What We Offer

- A high-impact role in a fast-growing recognized Multi-Family Office
- Exposure to high-profile clients and top-tier industry professionals
- A fast-paced, startup-style environment with room for career growth and ownership

How to Apply

If you're a dynamic, solutions-driven professional looking for a unique opportunity in UHNWI client services, we want to hear from you.

Send your CV and cover letter to careers@prime-mfo.mc with the subject: Multi-Client Personal Assistant Application – [Your Name].

Confidentiality and discretion are fundamental to our values. All applications will be treated with the highest level of confidentiality.