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**Is This the World's Worst Job Description?**



[**Jim Riley**](http://www.tutor2u.net/business/blog/is-this-the-worlds-worst-job-description#bio)

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The job position is now closed. But, the publicity surrounding Premier League Footballer Jermain Defoe's job description for his Personal Assistant rumbles on.

Jermain is obviously busy - as are, it seems, his family and pets. He advertised for a Personal Assistant who needed to be available 24/7.

When you see the list of tasks and responsibilities assigned to the job, you can quickly see how it would be a full-time, 365 days per year position.

I managed to grab a copy of the full job description before the job was removed from the online recruitment site.

The media have inevitably focused on the wide variety of tasks, including organising family birthdays and other celebrations, holidays and building Jermain's global brand (along with a smartphone app).

What strikes me most of all about the job description is the sheer audacity of some of the requirements. It would take a pretty special multitasker to be able to keep an eye on the inventory levels in the family fridge whilst producing an iPhone app!

Would you do this job for a pay of around £50-60K?

**JERMAIN DEFOE & FAMILY/ DEFOE ENTERPRISE PERSONAL ASSISTANT**

We are looking for a highly experienced Executive Personal Assistant who will be working closely with senior manager of Defoe Enterprise Ltd.

You will be working for a high profile individual within the sports industry so the candidate must therefore, by nature, be very flexible, hands-on and be capable of multitasking, most importantly you must maintain the highest level of confidentiality in order to assist the manager.

On a day to day basis you will be involved in scheduling and highly organizing the managers and the families private, social and business calendars, arranging all public appearances, arranging and securing travel arrangements, working on selected business projects and maintaining daily itineraries.

Must be able to supervise a multi-portfolio of houses managing all household staff and contractors, dealing with all incoming bills and more.

Candidates who will be considered for an interview will:

* Have the highest level of office duties including managing emails and dealing with all incoming telephone enquires
* Marketing knowledge and business development
* Demonstrate a high level of social media experience
* Have ability and experience in executive summaries of documents and debriefing to senior management
* Meet deadlines and demands of the managers extensive and hectic work schedules
* Demonstrating a high level of discretion and confidentiality
* Have impeccable correspondence skills and be confident in communicating with high profile individuals and senior directors
* Flexible to travel abroad and across country throughout the year at a short notice
* Suit a small office environment
* Media experience and commercial pr will be of advantage

RESPONSIBILITIES

* Diary management for Sandra and Jermain
* Data management and administration duties
* Dealing with incoming email, faxes and post
* Drafting emails on director/managers behalf
* Answering Calls and handling enquiries
* Create database of all business contacts
* Produce daily/Weekly briefs via email
* Writing minutes and taking dictations
* Prepare Presentations
* Arrange travelling and accommodation for Jermain
* Working on certain projects and carrying out research
* Liaison with sponsors i.e. adidas etc.
* Briefing directors/managers before meetings and appearances
* Travelling with Jermain/ Sandra on business meetings UK (international when required)
* Occasional travel alone for business meetings setting up business opportunities for Jermain.
* Organising manager on a daily basis: lunch etc.
* Working alongside Chonte Marketing director on specific projects

ERRANDS

* **Organise all Jermain’s personal needs i.e. drycleaners, gardeners, house refurbishments, Sourcing interior designers and everyday tasks etc.**
* Regularly checking the home when Jermain is away, making sure all is in place for his return i.e. fridge is stocked and plants watered and house is clean.
* Select and organise wardrobe with specific designers for special events/appearances i.e. Oswald boateng, Harrods, ZAP etc

PROPERTIES

* Organising all the Defoe family’s households and needs
* Organising Cleaners and food shopping when necessary
* Overseeing Gardeners
* Domestic Cleaners
* Security

SOCIAL EVENTS

* Book all social events i.e.
* Theatre, Concerts, Cinema, Musicals
* Restaurant bookings and recommendations
* Spa Days
* Family outings

FAMILY

* Planning Yearly events including family birthdays and other celebrations
* Organising yearly family holidays and individual holidays.
* Managing and organising individual family members **(Sandra, Andre, Chonte and Chase. Family pets)**
* Dealing with the domestic running of all Defoe family properties including international.
* Creating an inventory for holiday Villas.
* Help to plan and organising special yearly calendar events i.e. **(Mother’s day, Fathers Day, Easter, Black history month, Bonfire Night, Christmas, New years etc.)**

BRANDING

* To create a global brand for the Jermain Defoe name
* Growing his online database on his website, Twitter, Facebook and other social networking platforms.
* Gaining further recognition within the media
* Producing his own iphone apps
* Identify source of sponsorship opportunities

POTENTIAL PROJECTS

1. Growing The Jermain Defoe foundation charity i.e. yearly fundraising and events
2. Create his own clothing line/Fragrance for e-commerce on his website
3. Starting up his own Sports Mentoring and Management company
4. Football Grass roots soccer academy

JOB ROLE

WORKING FROM THE JERMAIN DEFOE OFFICE MONDAY – FRIDAY 9.30am-5.30pm

There will be out of hours and weekend work depending on manager’s event diary or projects.

**Must be on call 24/7**