

HOTEL ASSET ADVISORS

Personal & Executive Assistant

to the Managing Director · Barcelona · Part-time, 30h/week

Location	Barcelona — on site, with hybrid flexibility after the probation period
Hours	30 hours per week, Monday to Friday (indicative core hours 09:00–15:00, to be agreed)
Contract	Permanent — contrato indefinido a tiempo parcial, with a two-month probation period
Salary	€28,800–€33,000 gross per year (€2,400–€2,750 gross per month over 12 payments), depending on experience and languages
Benefits	Company phone and laptop, reimbursement of transport and out-of-pocket expenses, discretionary annual bonus, training budget
Start date	As soon as possible
Languages	Fluent Spanish and English required; German a strong advantage

About the role

Hotel Asset Advisors is a Barcelona-based hospitality investment and asset advisory business. We are looking for a Personal & Executive Assistant to work one-to-one with the Managing Director.

This is a genuine right-hand role, not a back-office one. You will run the diary, the inbox, the travel and the paperwork — and you will also help keep the private side of life organised, so that professional time is protected. The two halves are not separable, and the person who does this well will care about both.

The business operates across Spain, Germany, Portugal and Switzerland, so you will be dealing with counterparties in several countries every week. Most work is conducted in Spanish and English; German is a real advantage and is reflected in the salary.

You will be based in our Barcelona office, working alongside the Managing Director. Coordination with his family and household forms part of the role and is handled by phone, email and messaging rather than in person.

What you will do

Business support (approximately 70%)

- Own the calendar — schedule and protect meetings and calls with internal and external contacts, and keep the week workable rather than merely full
- Manage and triage the inbox; draft, send and follow up on correspondence in Spanish and English
- Book travel and accommodation end to end, including itineraries, transfers, and changes at short notice across four countries
- Process expenses and liaise with the external gestoría and accountant

- Maintain a clean, logical document filing system in SharePoint and OneDrive, so that contracts, invoices and deal files can always be found
- Proofread and format memos, reports and presentations to an institutional standard of accuracy and presentation

Personal and household coordination (approximately 30%)

- Schedule personal and family appointments
- Coordinate maintenance works, service visits and suppliers at the private residence, by phone and email
- Handle occasional personal errands and purchases
- Keep a clear and regular line of communication with the Managing Director's spouse on shared tasks

Priorities are set by the Managing Director. Where business and personal tasks compete for your time, he decides.

What we are looking for

Essential

- Two or more years as a Personal Assistant, Executive Assistant, or in a comparable one-to-one support role
- Fully fluent written and spoken Spanish and English — you will be drafting in both, every day
- Strong Microsoft 365 skills: Outlook, Word, Excel, PowerPoint, Teams and SharePoint
- Excellent organisation and prioritisation — comfortable holding several moving pieces at once and pushing them forward without being chased
- Precise and detail-conscious: dates, numbers, names and formatting matter here
- Absolute discretion — you will see confidential business and private information
- Legally entitled to work in Spain, and able to work on site in Barcelona

Advantageous

- Working German (or Portuguese)
- Experience supporting a principal in real estate, finance, private equity or a family office
- FP Grado Superior en Asistencia a la Dirección, a PA diploma, or an equivalent qualification
- Driving licence and own vehicle

What we offer

- A varied role with real ownership and direct access to the decision-maker — no layers, no committee
- Part-time hours with a fixed and predictable schedule, leaving the rest of your week genuinely your own
- Exposure to international hospitality real estate investment across four countries
- Long-term stability — this is a permanent position, and we are hiring for years, not months

How to apply

Send your CV, in Spanish or English, together with a short note of no more than half a page describing a time you kept something complicated on the rails, to hr@hotelassetadvisors.com.

Shortlisted candidates will be asked to complete a short paid practical exercise of approximately one hour, and to provide two references from previous principals or line managers.

We recruit on merit and welcome applications from all backgrounds. Every application is treated in confidence.