

**PERSONAL ASSISTANT/OFFICE ADMINISTRATOR**  
**(Part-time)**

The Manager and Director of several companies requires the services of a Personal Assistant/Office Administrator to handle a range of general office administration work including company administration, property management, personal financial / administrative matters and other clerical duties. The post will be part-time, based in Hamilton, twenty (20) hours per week (9:00am-1:00pm). At least three years experience in a similar capacity is required.

For further details and to request an application form, please send your resume to: **[SFBDAGroup@gmail.com](mailto:SFBDAGroup@gmail.com)** before January 15<sup>th</sup> 2015