

wanted: personal assistant

Warrandyte-based artist, Scott Nye, is seeking the assistance of a part-time Personal Assistant to assist him with particular tasks including:

- locating opportunities to meet new people;
- making arrangements to attend social functions;
- articulating, setting and making progress on personal goals.

To be successful in this role you are likely to be open-minded, adventurous, the kind of person who makes friends easily, accountable to others, confident in communicating with a broad range of people, adept at picking up the subtleties of communication, as well as having a good sense of humour and enjoying working collaboratively with others. You must also have your own means of transport.

Interested? For more information about the role, and to meet Mr Nye, please contact Cheryle Nye on phone (03) 9844 5657, mobile 0404 885 657, email sweetsolutions1@bigpond.com

