

# SUNSHINE COAST PART TIME PERSONAL ASSISTANT

My client, an international wellness coach is seeing a part time Personal Assistant to assist her. The position will be with her, not Donna Stone. This is a great opportunity for a dynamic and focussed office assistant who loves working for someone with great energy and vision.

## Duties:

- Organising her and Managing the office
- Bookings/reservations for venues, airlines and accommodation
- Organise (and attend) staff meetings
- Liaising with her website person to action tasks
- Social media – particularly Facebook and YouTube
- Organising flyers, brochures, stationery and other marketing activities
- Simple data entry/bookkeeping into Xero (so experience on Xero a plus)
- Assist the Events Officer if required
- Various errands.

## The ideal applicant will:

- Be super organised
- Have a confident and friendly manner
- Be an experienced Personal Assistant or Executive Assistant
- Be self- motivated
- Have great typing skills (minimum 65 wpm) and solid spelling
- Be very comfortable on social media
- Have a caring nature
- Be Mac friendly. All office systems are Mac based.
- Having a strong background and experience in **marketing** would be an absolute plus.

## The Position

- Based on the Sunshine Coast – at **Eumundi**
- Start 8-15 hours a week, building up to 30 hours (or even full time if that's appealing)
- Award to start, with a review in 3 months
- Casual employment or contract
- This is absolutely an on-site position; please do not apply unless you are prepared to attend our office at Eumundi on a weekly basis. Ideally days will be Tuesdays and Thursdays.
- Immediate start available, or will wait up to 2 weeks if notice is required to be given.

## How to Apply

- Please send a cover letter with resume via email to [assistant@donna-stone.com.au](mailto:assistant@donna-stone.com.au)
- Please be sure to include 3 work referees
- Please do not attempt to apply direct or ask questions via phone. If you have questions, include those with your application.

This position is proudly promoted by:

**Donna Stone Business Coaching**  
[www.donna-stone.com.au](http://www.donna-stone.com.au)

