

**VACANCY: PERSONAL ASSISTANT**  
**LOCATION: HAMILTON, WAIKATO**

## TAKE OWNERSHIP OF YOUR CAREER

Join the Urban Homes team as a Personal Assistant

Urban Homes specialises in building quality new homes and is the Waikato's most awarded Master Builder. They treat every project as their very own masterpiece. As an experienced PA, you will be the very definition of organised, efficient and unflappable. You will radiate energy and enthusiasm, have impeccably high attention to detail, and boast an unwavering commitment to getting stuff done.

### ABOUT THE ROLE

Urban Homes is looking for an experienced Personal Assistant to support their Sales Manager. A background in real estate, sales or construction would be an advantage.

As the Personal Assistant to the Sales Manager, you will play a pivotal role in the success of our sales team. You will juggle a range of tasks including administration, sales and marketing support and diary management.

This is a fast-paced role. You will be required to effortlessly manage multiple projects, while maintaining your excellent attention to detail and time management skills.

Essential to this role will be your excellent communication and organisational skills, strong computer skills, and a knack for following processes and learning new systems.

There is potential to grow with Urban Homes. They care about their team and are committed to ensuring you have everything you need to take ownership of your career. This is a fabulous opportunity to work with people who are passionate about the industry and building beautiful, quality homes.

This is your chance to add value to a growing company and become part of the wider team where culture is second to none.

### ABOUT URBAN HOMES

At Urban Homes, building is in our DNA and we are passionate about seeing our clients take ownership of their dream home. Our industry is competitive, but our standards are high. It's part of our recipe for success.

We also like to have fun. Our office is lively and professional. You'll enjoy Friday lunches, friendly banter, social sport and annual trips away. We care about our team and are committed to ensuring you have the support and resources to take ownership of your career in our award-winning company.

**Applications close on 21 June 2019.**

**For further details, please contact Judith on 07 839 3685 at Asset Recruitment or email [judith@assetrec.co.nz](mailto:judith@assetrec.co.nz)**

