



The Hamister Group, Inc. recently received the 2011 top gold-level honor as the large company Best Place to Work in Western New York. The Hamister Group, Inc. is a recognized leader in healthcare and hotel management. With over 34 years of experience and a solid management portfolio in the eastern United States, The Hamister Group, Inc. has a proven record of superior management results.

The CEO and Chairman of The Hamister Group, Inc. is seeking a highly organized and professional individual to serve as his Personal and Administrative Assistant in the Buffalo corporate office. This position performs various tasks related the CEO's personal life such as running personal errands, helping to manage one or more homes, booking personal appointments and performing banking functions for the CEO's personal entities. In addition, this position manages the CEO's calendar and incoming calls, handles all of the filing and information retrieval systems and other administrative tasks as assigned. The successful candidate for this position must be comfortable with the highly personal nature of the job and be able to act in a very confidential and private manner, no exceptions.

The Successful candidate should be able to comfortably communicate, understand and work with a type "A" personality individual. You should not intimidate easily, be very self-confident and extremely organized.

Please document the work experience and life experiences which enable you to be the best candidate for this position.

The Successful candidate will also have the ability and freedom to travel occasionally, work evening hours on occasion, etc. You should have a passport or enhanced drivers license and the ability to travel between Canada and the USA without difficulty.

If you bring a valuable skill set and passion to the table, Skype me at Kayleah.Feser or call me, Kayleah, Corporate Staff Recruiter with inquiries at 716.839.4000 ext 341. Please email a cover letter, resume and salary history to kfeser@hamistergroup.com.