Personal assistant live in

Location **Texas** https://www.genclassifieds.com/x-262097-z

Hello!

I am looking for a personal assistant to help with the following: -Grocery Shopping -Light Housework (Beds, Laundry, Dishes, Etc.) -Answering Business Phone Calls (need someone who is FIRM and friendly) -Office Work... LOTS -Helping with Dog Walking, Running and Pet Sitting (Lots of pet care) -Miscellaneous Household Errands and Projects -Booking Appointments

*Must have good people skills!

You must meet all below criteria: -VERY reliable -Must pass a background check (National and State) -Pass a drug test -Have reliable transportation -Live in Dallas -Love animals!



