

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!

-Flexible and very open schedule

Very organized
Polite and friendly

PLEASE DO NOT RESPOND TO ME UNLESS YOU HAVE CRIMINAL RECORD
Please email your resume to and include a picture of yourself, and tell me your availability.

									
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