

# Beaverton Area Personal Assistant (Beaverton)



Location **Oregon**  
<https://www.genclassifieds.com/x-338868-z>

Please reply with your resume, pictures, any helpful info on your, education, experience, and talents.  
 non-smoker, able to pass drug test, background check..etc.  
 Could become permanent position.

Applicant must be able to do all of the following:

- 1)Be good on phone
- 2)Be able to do sales (because sales ability means leadership ability)
- 3)Be great on computer
- 4)Be extremely organized
- 5)Be able to follow directions to the letter
- 6)Work at fast pace
- 7)Be good at Internet marketing and social media....

ALSO must have good transportation to run errands:  
 Must be able to do

- 8)housekeeping
- 9)house sitting
- 10)cooking
- 11)pet sitting

12)multi-task

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