

gtgtOFFICE ADMINISTRATIVE OR DOMESTIC Personal Assistant (N. Phx amp Valley Wide)



Location

Arizona
<https://www.genclassifieds.com/x-374181-z>

Updated April 18, 2015

Please note: This is a professional post

When your responsibilities get overwhelming and everything you have accomplished so far starts falling apart, you need help. You might need help for only a couple weeks or several months to get you back to where you can handle the load again.

I am well versed in administrative duties as well as have years of personal experience in the domestic world as I have raised two kids and maintained a home.

I have been helping professionals, home owners, and many others on overload for the past four years. I have solid references who can attest to my character and my work ethic. I am easy to work with and can handle most projects with little to no supervision. Most importantly, my rates are affordable and I can be very flexible. Please call me even if you don't know where to start - we can work on it together. Call Gloria at

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tags: help, assistant, domestic, transportation, administrative, cleaning, groceries, filing, typing, projects, elder care, house, office, business, chores,

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