

# Personal assistant gig 2 (6 USD)



Location **Minnesota**  
<https://www.genclassifieds.com/x-375713-z>

Hello! This position is for a personal assistant or personal secretary. This is a great job, no experience needed, must be able to drive, make phone calls, and be computer literate.

You would be assisting a business man who owns several businesses, you would be making calls for him, filing paperwork, picking things up, delivering paperwork, doing research and helping to decorated and or order items for various businesses, keeping track of calenders and any general assistance needed.

You may have to list items on websites or order items online, or find/research items so you will have to know your way around the internet.

Related businesses are, an investment firm, a restaurant and a auto dealer.

Pay will be a salary weekly pay and it is negotiable, once again no particular experience needed, no age requirements just must be willing to work and have fun doing it! Hours are pretty set but two days off per week, which days are up to you!

Possible long term opportunities available, to apply please send us an email with you name and telephone number, resume not required but a brief description would be nice.

Thank!!!

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