

FAMILY ASSISTANT PERSONAL CONCIERGE SERVICE PERSONAL ERRAND RUNNER



Location **Washington**
<https://www.genclassifieds.com/x-379813-z>

.Are you overwhelmed with dual roles at home and work ? I can help alleviate the stress of having to handle the chores at home. I offer personal shopping , errands, appointments, bookings etc.What can I do as your Household Manager?

As your household manager I keep all your home activities running smoothly. I can work at any size home or estate and my duties are dependent upon your service needs. I can perform many of the service tasks themselves in addition to delegating to other staff or service professionals.

What are my responsibilities as a Household Manager?











The duties may include the following:

- Training and organizing the duties and schedules of domestic staff
- Managing household budgets and inventory supplies
- Coordinating and scheduling service contractors
- Ensuring home and personal security
- Coordinating travel arrangements and preparation for travel
- Planning and directing special events
- Supervising or participating in proper table settings and entertaining prep
- Coordinating schedules and daily activities
- Maintaining care of fine china, silver, crystal, artwork and antiques and other special collections
- Serving as a personal valet to the household and/or gentleman of the house
- Running household and personal errands

How can I help as a personal assistant?

I can typically be considered for working in your home office in the management of the household, personal or professional errands. I have a great management background and interpersonal skills. I understand how to work and how to get things done. I have the ability to organize and prioritize multiple activities.

I am an American college educated forty Eight year old father of two children, and I live in Fairfax County. I am available all weekdays as well as some weekends to help any busy professional with their personal errands. Please contact me for a free initial consult. I am available on an "as-needed" basis or on a long term basis. My rates are very reasonable (\$25/hr plus expenses or can be salaried for a more long term situation) and I can be very flexible to facilitate all your needs. Look forward to helping you gain more personal down time you need in your busy days. I will work with you to meet your specialized requirements and needs. Hope to be of assistance to you and your family.

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