

# 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 type, proof, and compile documents in your home office in the management of your household, personal and professional matters. I have a family manager background and interpersonal skills, understanding of the legal and financial world and have the ability to organize and prioritize many 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 ( \$25.00 plus expenses 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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