



.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

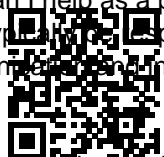
How can I help as a personal assistant?

I can typically be responsible for working in your local office in the management of your household, personal or professional affairs. I have a strong management background and interpersonal skills, understand financial and legal issues and 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 business or professional with their personal or professional needs. Please contact me for a free initial consultation. I am available on an "as-needed" basis or on a long term basis. My rates are very reasonable (\$25/hr. plus expenses) and can be tailored to a more long term situation. I can be very flexible to facilitate all your needs. I look forward to helping you gain more personal or professional downtime you need in your busy life. I will work with you to meet your specialized requirements and needs. I hope to be of assistance to you and/or your family.



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FAMILY ASSISTANT
PERSONAL CONCIERGE
SERVICE PERSONAL RUNNER



(mailto:wagner.gendassilfred@com-x-3-7200.it)



**ASSISTANT
CONCIERGE
PERSONAL
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to assistance

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