

Home Assistant wanted (Pasadena)

Location **California**
<https://www.genclassifieds.com/x-442431-z>



Looking for a home/office assistant to perform simple clerical tasks once a week for 3 to 4 hours, \$10/hr, starting in June.

Duties include:

- writing checks/paying bills
- mailing/sorting letters
- emails and other correspondences
- navigating the internet/internet research
- reading aloud (mostly articles in medical journals)

Requirements:

- basic computer knowledge
- basic knowledge of how to use iPhone
- patience
- conscientious about contacting me if you're not on time or can't make it
- ***most importantly, honesty and reliability

Please send a copy of your resume, including references. Responses may take a bit of.

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