

PersonalOffice Assistant (manhattan)

Location

Mississippi

<https://www.genclassifieds.com/x-501818-z>



This position is composed of two parts first being my personal assistant one day out the week from 1-5pm, which consist of running errands, this includes running to the grocery store, department store or cleaners, making bank deposit, helping create budget for the week, lite cleaning at the apartment.

Second part acting as a office manager, checking into the office from 8am to 1pm. Two or Three days a week. This job includes clerical duties, writing presentations in ms word, excel, publisher and PowerPoint documents. Doing presentations for perspective clients and partners. Attending conferences, conducting and arranging meetings. Lite travel every so often within the U.S.



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