

Personal Assistant to Businessman (Tacoma)



Location **Washington**
<https://www.genclassifieds.com/x-503240-z>

Busy business owner needs a right hand woman. I need someone to start right away. Prefer a female to create balance within the company. I need someone to be able to work odd hours typically for small business owner in the construction trade. One of your jobs would be to assist me in saving time and to act like my right hand at times. Hours available now are mostly around 5 pm to midnight, and also over the weekend. At this point this would probably only be a part time position but could move to full time if that's what you need. Not sure at this exact moment how many days a week would be available. There is a possibility that this position could expand to full time work and higher pay. There is typically a great deal of flexibility as to work schedule.

Job description is an odd ball collection of things: Would include bookkeeping and paperwork, washing vehicles, grocery store shopping, cooking meals and doing dishes, doing laundry, walking the dog, washing the dog, giving leg massages to owner due to bad blood circulation, house cleaning, running errands and so forth. There is a social element to this also in which you would be expected to attend some social events and to also do some occasional overnight traveling. For someone married, with several children or someone in a serious relationship this would probably not be the ideal job for you. For someone that wants some extra cash without a rigid work schedule this might be ideal.

I need someone drug and drama free. Will pay cash daily if necessary if you need help getting on your feet. Please send over pics if you are comfortable in doing so. Pics are not mandatory but they do help me put a face with your correspondence. Would like to get someone with a drivers license if possible or at least have the possibility of getting a license if a few tickets or what-not were paid for.

I'm a totally easy going person to work for and am a good decent person. Thank you for your interest. Prefer text

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