

# Personal Assistant Role (Dallas)



Location

**Texas**

<https://www.genclassifieds.com/x-503935-z>

Personal Assistant wanted to assist with various administrative tasks.

- Must be available
- Have a computer to do various computer related tasks
- Have a reliable phone to take and make calls
- This is a work-from-home office opportunity

To be seriously considered please submit your contact information (Name, Email Address, Contact Number), Resume and Cover.



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