

# I need an assistant (napa county)



Location **California**  
<https://www.genclassifieds.com/x-504266-z>

Hello,

I need an assistant for my business and home.

\*\*\*I need the receipts filed, put into an Excel spreadsheet.\*\*\*

(If you do not know Excel it is okay. I can show you...it is just typing it into the program and it is really easy work.)

\*\*\*I also want someone who can organize my stuff in my home\*\*\*

(Light housekeeping)

\*\*\*\*Please respond with a phone number\*\*\*\*

This is only going to be a couple of hours a week....and will be paid hourly

I need Service every week and need someone trustworthy and reliable.

My home is in Napa so please be in the area.

\*\*\*If you live in Santa Rosa that is a 45 minute drive, If you live in Petaluma it is a 30 minute drive...I do

not pay for that time... it is best you do not apply\*\*\*

Best Computer 10 and 15 min when done. Taxes taken out of pay\*\*\*If you  
I would not be responsible for more hours. I will be responsible for what in your  
I will take it as a job.

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