

I need an assistant (napa county)



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

California



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***

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