Administration help

Location **Texas**
https://www.genclassifieds.com/x-565856-z

Looking for a admin lady that can sort receipts, count and organize in a spreadsheet, someone that understand how to organize to make my life easier. All office business I need someone that can help me 4-8 hours a week, if you are good and bring value to my business it may become long term. Transportation is a plus, will work at library or other locations. Must be honest with character references. $10 a.

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