

Personal Assistant to EntrepreneurInvestor (Oahu, Island Wide)



Location

Hawaii

<https://www.genclassifieds.com/x-571460-z>

Looking for a personal assistant to an individual with various businesses in several fields.

Tasks would include but are not limited to:

- making/taking phone calls on behalf of the individual
- doing various types of research
- running various errands
- meeting with clients when the individual is not available

Ideal applicant would have/be:

- positive attitude
- 18-30 years of age +
- Female
- organized
- reliable
- ambitious
- fast learning
- some assistant/research work related experience (not required but desired)

Start at part time for 1 month with strong possibility of full time position being offered after trial period ends



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