

# Are you responsible and hard workingGet back to me ASAP



Location **Delaware**  
<https://www.genclassifieds.com/x-625416-z>

I'm seeking a MATURE, HIGHLY ORGANIZED, P/T ASSISTANT to help with miscellaneous office needs for several home-based businesses: fashion, psychotherapy and writing. FORM LETTERS WILL NOT BE READ. We need approximately 3 hours/week; generally every other week at our place, every other week from your own home. Some errands. Very flexible schedule. Generally day-time hours.

Person should be:

highly organized, very RELIABLE, experienced, very personable and a self-starter with a can-do attitude. Modest I.T skills (with a PC or phone) are necessary. Being very adept at the English language is important. We also want someone who would plan to continue with us for at least 6 months. Please let us know your availability and skill.



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