

## Agency seeking private assistant

Location **Texas** https://www.genclassifieds.com/x-628625-z

Seeking full time Person Assistant so work directly with owner and help grow company. Traveling is optional but fully paid by owner.

Daily duties: Scheduling, billing, accounting, booking travels and other office work. Emails, quoting and customer relations.

Need right attitude, energy, can do, open minded, wild spirit, southern girl for the job.

Perks: Rent and utility expense funds (\$1,500/month), company card, and salary range \$120.

