

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.

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