

ARE YOU SEEKING EXTRA HOURS HERE IS A PT TIME POSITION 17HR



Location **Alaska**
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I'm seeking a MATURE, HIGHLY ORGANIZED, P/T ASSISTANT to help with:

Duties to include: running errands, handle vendors, contractors, bill paying, directing other staff members in their duties.

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. I also want someone who would plan to continue with me for at least 6 months. Please let me know your availability and skill



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