

Personal Assistant (Anchorage)



Location **Alaska**
<https://www.genclassifieds.com/x-694662-z>

I am a busy professional looking for a responsible, reliable, and resourceful personal assistant. This arrangement will start part-time/on-call with possibilities of progressing to a full-time job with benefits.

Some of the initial duties I need taken care of:

- Running various errands around town
- Grocery shopping
- Light house cleaning
- Filing and data entry
- Initial business related research
- Making phone calls on my behalf for personal and professional issues

I will need you to be available Monday through Friday as early as 9am and never later than 6pm (usually 5pm). I will do a background check, so please don't respond if you have a recent DUI, felony conviction of any kind, or recent financial issues such as bankruptcy.

If you are interested in interviewing, please email me with your resume and salary.

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