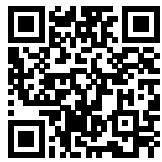


Personal Assistant (Anchorage)



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.

Personal (Anchorage)	Assistant
https://www.genclassifieds.com/x-694662-z	https://www.genclassifieds.com/x-694662-z

Personal (Anchorage)	Assistant
https://www.genclassifieds.com/x-694662-z	https://www.genclassifieds.com/x-694662-z

Personal (Anchorage)	Assistant
https://www.genclassifieds.com/x-694662-z	https://www.genclassifieds.com/x-694662-z
https://www.genclassifieds.com/x-694662-z	https://www.genclassifieds.com/x-694662-z