

Temporary Personal Assistant (Valparaiso)



Location

Illinois

<https://www.genclassifieds.com/x-731484-z>

Looking for someone to help with organizing schedules/planning events/calling leads/anything else I need help with. Getting along is a must.

Pay starts at \$8.5/hr, for 10 hrs a week. Though for the right candidate I'd be willing to start you much higher. Work hours will be flexible and mostly held at my office in Valparaiso.

To be considered, you have to do three things:

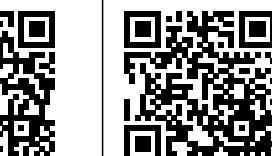
- Tell me the about the last time you helped someone put a smile on their face.
- Tell me about your dream job.
- Briefly tell me about your work experience and what your favorite job has been (if applicable).



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