

Personal AssistantHouse MgrChauffeurMannyClerical (MS Gulf Coast)

Location **Mississippi**
<https://www.genclassifieds.com/x-737232-z>



QR Code Link to This Post I am a professional PA with years of experience; looking for my next family or individual. Holiday are here; I am available for temporary or long-term positions. My skills are extensive and can be tailored to your individual needs. Please see below and if you have any questions do not hesitate to inquire. Resume available to serious clients after vetting. Serious inquires only please!!

HIGHLIGHTS

Personal or Business Errands
Traveling Assistant
Clerical Duties
Daily Scheduling Coordinator
Event Planning
Travel Scheduling
Chauffeuring
Personal or Business Shopping
Administrative Support
Liaison
Culinary Skills/Meal Preparation
Temporary Child Care
Personal Protection
Researching

Household and/or Vehicle Management

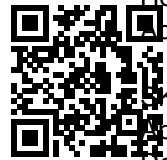
Advanced Office Skills/Vacation Scheduling/Time Management

SKILLS AND QUALIFICATIONS

Ability to multitask and work under pressure
Detail oriented, organized and meticulous
College educated

Excellent rapport with children, father of two well rounded individuals
Professional demeanor and appearance
Microsoft Office Suite proficient, IOS/MAC and every technology proficient

Reliable and flexible
Excellent written and oral communication skills



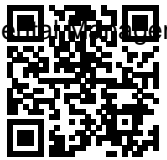
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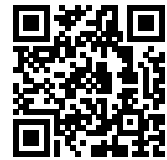
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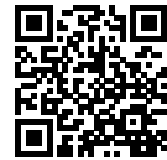
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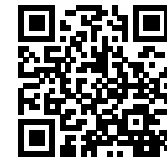
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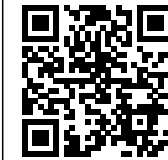
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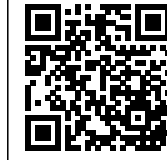
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Prioritizing and problem resolving
Social interaction skills and Social Media skills
Mississippi Gulf Coast located for over 18 years, available for solo relocation
US. Passport and flexibility to travel domestic and international, Global Entry
Valid and excellent MVR-No points, 18+ years of chauffeuring
Clean background check, Govt. issued ID
Extremely discreet, confidential and ethical
Pet friendly-no snakes please
Owner of a reliable and professional luxury vehicle
Available armed or unarmed subject to local governmental laws
Bilingual Spanish speaking, English as a first language
Non-smoker, no tobacco and completely drug free, drug testing agreeable
Smart phone available, private secure e-mail, messaging and phone applications
Light culinary cooking and gourmet/grocery shopping
Light housekeeping and light houseman duties
Available for home and office settings or a combination with PA duties
Available 24-7 or a set schedule, Exclusive or Limited contracts, Long-term