

Assistant, Office help (NW OKC)

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Location **Oklahoma**
<https://www.genclassifieds.com/x-749732-z>



QR Code Link to This Post The position I need to fill is a complicated one. I'm looking for an individual to do several different things on a part time basis. I run several small business here in town and the services I need help with include answering phones, office and residential property cleaning, errand running (picking up lunch, etc.), entertaining clients, showing parcels to clients and just keeping me pointed in the right direction.

In a perfect world, I would be able to find someone who "clicks" with me and can seamlessly fall into all of these roles and is comfortable enough in her job with me that if the day requires extra hours or something comes up, it's no problem at all. I'm fit, like to workout, don't always work normal hours and would love to find one that would help me be able to do that, either by taking on some of my responsibilities or by making them fun by doing them with me

Hours don't have to be regular, if you want to mix them up each week or day that is fine. There will be some "set times" from time to time that I will need you for but usually it will be whatever fits your schedule. Job will average about 15 to 20 hours a week, but as you fall into the job you'll see that I will text often for updates and you will be responsible for some client management, job scheduling which means that you will have to be able to be reached at most anytime. Office dress is casual as you will be on the move often. Reliable transportation is a must, and an easygoing fun personality are musts. Want you to be fun, outgoing, willing to take risks, live on the edge and be rewarded!

If you are interested, please send me a brief description of your self and why you think you will fit. Looking for a good appearance, someone that produces an attitude and outward appearance that my employees, clients and most importantly myself will want to come see every day. Thanks for.



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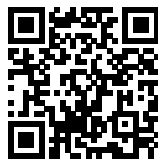
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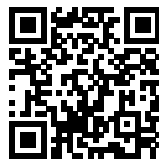
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