




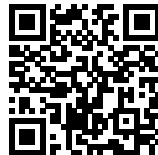
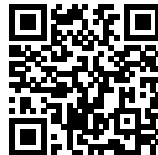


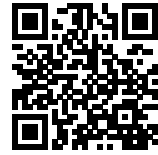


Personal Assistant



Location **Ohio**
<https://www.genclassifieds.com/x-755478-z>

QR Code Link to This Post Looking to hire someone in next 10 days. To be our personal assistant you must enjoy a fast paced environment, be willing to work 5-15 hours a week and have a willingness to learn. You'll be assuring the business owner with everything from arranging travel, to gift shopping at the mall, to organizing files, to answering phones and anything else that comes up. Computer skills a plus, media or PR experience also a plus. Pay is \$17 per hour +

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