

Personal Assistant (Geist)

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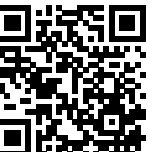






Location **Indiana**
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QR Code Link to This Post College student, great job to have while you're still in college. Must live in the Indianapolis area and be 18 to apply. Want a job that doesn't involve doing the same thing over and over again? If so, this job is for you. I'm looking for a personal assistant to help me with various day to day tasks. This involves billings/filings, travel booking, letter writing, computer skills, and working and cleaning on a boat at Geist Lake. Looking for someone who is dependable and with a flexible schedule. This is a legitimate, part-time job, 15-20 hours per week. Interviews will be set up by by phone. Text messages will not be allowed during the interview process.

Candidate must be:

- Intelligent
- Well organized
- Outgoing
- Honest
- Have office and computer skills.

If interested, please send resume and recent.

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