

Versatile Personal Assistant (Wake Forest)

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Location **North Carolina**
<https://www.genclassifieds.com/x-778166-z>

QR Code Link to This Post I am currently looking for someone to help me, either part time or full time with the following tasks that are part of my daily routine. I appreciate experience but the ability and willingness to learn goes a long way. A student during the day looking for part-time work in the afternoon and evenings could be a good fit.

None of the following are necessarily a deal breaker but these are areas that I need help with, so the more tasks that you are efficient with, the better match we will be. I am very laid back, flexible and easy to work with.

Know the ins and outs of Excel, Word, and Outlook.

Entering my daily receipts into an Excel file.

Entering new customers into my database.

Helping me prepare yearly receipts for my accountant.(once per year)

Keeping up with "to do" jobs, completed jobs as well as whether they have paid.

Managing my marketing campaigns; Yelp, Kudzu, Google, Facebook, directories, etc.

Running errands; picking up things I've ordered or need for the week

Marketing skills of any type are a plus

Computer/Internet skills

Photo/video editing skills (used for Youtube, ads,etc.)

Help me keep up with my various schedules

Send Contracts/Invoices

Make customer service calls to vendors I use

Drive me on occasions when I need my office on the go

Some domestic help around house

Make sure mail is being opened, bills are being paid or everything stays on autopay, etc. (I have a lot of accounts)

Please include your resume/cv or a brief bio for you to review. You may also write a short paragraph letting me know what position you are looking for and what you are good at.

Please include a phone number and email address. You may also include a link to your resume or bio.

Please be sure to include your phone number. Please be sure to include your phone number.

Thank you for your time and consideration. I look forward to your response.

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