

Versatile Personal Assistant (Wake Forest)

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Location **North Carolina**
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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 send me your resume if you are interested. You can also write a short note with your position that you are looking for and please include your phone number.
 Thank you for your time and consideration.

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