

Seeks Personal Assistant (salt lake)

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Location **Utah**
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QR Code Link to This Post I'm looking for a personal assistant to enhance my productivity. Examples of tasks data entry, booking travel, arranging appointments, researching projects on the internet, etc. you can run errands like buying groceries or picking up dry cleaning, etc. I'd like to start at 10 hours per week (two 5 hour days) and then grow from there if it's working well. The right person will be resourceful, quick to learn and pleasant to be.

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