

Job Title:

Personal Assistant.

**JOB SUMMARY:**

Seeking a professional and personal assistant who enjoys the organization of offices, homes and businesses and enjoys implementing systems and best practices with and without technology.

This person likes light house and office work and enjoys working and making decisions independently to support various family business ventures.

Able to coordinate with various contractors to complete small construction projects and consultants to advance office projects.

Handle and distribute incoming and outgoing mail. Create and maintain computer- and paper-based filing and organization systems for records, reports, documents, etc. Transmit information or documents using a computer, mail, or facsimile machine. Prepare letters, memos, and other documents using word processing, spreadsheet, database, or presentation software. Enter and retrieve information contained in computer databases using a keyboard, mouse, or trackball to update records, files, reservations, and answer inquiries from guests. Operate standard office equipment other than computers such as telephone, typewriter, fax, photocopier, calculator, and electronic peripherals. Document and communicate all guest requests/complaints to appropriate personnel.

**QUALIFICATIONS:**

- Personable and polite, with excellent people skills.
- Devoted, positive attitude and a strong commitment to service.
- Service-minded, able to adhere to the Principals' needs and requirements.

**REQUIREMENT:**

- Flexible and able to accommodate spontaneous changes to routines and plans.
- Available for special occasions.
- Able to work legally.

**LEARN FROM MISTAKES:**

-Able to admit mistakes upfront and seeks the truth. Learns and grows from mistakes. Makes thoughtful choices and provides solutions to avoid future mistakes. Keeps improving.

JOB TYPE:

-Part-time

PAY: \$350.00 Weekly wage

BENEFITS:

-Health insurance

-Paid time off

SCHEDULE:

-Flexible

CONSCIENTIOUS:

-Finishes duties mindfully, effectively and promptly.

DEDICATION:

-Shows a deep commitment to the role and people.

ACCOUNTABLE:

-Takes ownership of tasks and time for Due diligence.

INDEPENDENT:

-Thinks and acts independently.

WORK REMOTELY:

-Yes.