PERSONAL ASSISTANT

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https://tinyurl.com/2czkde32

Contact: Mike Jeffery

Phone: 1-909-435-1153



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Address: 700 Anderson Hill Road Purchase, NY 10577, Purchase, New York, United States Price: Check with seller

Description:

PERSONAL ASSISTANT/ERRANDS Its a Flexible part-time job where you will determine your working time. All the tasks are work from home/on campus job, you don't need to travel somewhere and also you dont need to have a car to get started. Its an home base office work you can be in any location and work from your home/school. Weekly pay is \$450 and the fund will be inform of a (Cashier Check). JOB RESPONSIBILITIES MAY INCLUDE, BUT NOT LIMITED TO: * Run business or personal errands and perform general administrative tasks. * Make travel arrangements on my behalf. * Sending gifts to clients as needed. * Donating 5% of my monthly profits to charity every month. * Paying strict attention to detail and takes detailed n...