

Part-time personal assistant to run errands for an executive and family.
1 day per week (3-4 hours)

Requirements and responsibilities

- Requires vehicle.
- Must be 21+
- Run errands for a busy executive and her family. Make returns, drop off shipments (FedEx, UPS, Post Office, etc.), pick up dry cleaning, light shopping, etc.
- Likely one day a week, 3-4 hours.
- Pay \$25/hour - payments are made via PayPal at the end of the day.

To apply please send an email and resume to:

info@julietfunt.com