Helpful Ninja Needed

Location **New Jersey**
https://www.genclassifieds.com/x-282433-z

I've tried having my staff post for an assistant everywhere, with not so great results, so I'm going to give it a whirl in plain english.

I run a digital firm and I need to grow 4 more sets of hands. It's almost as important who you are as what you can do, so let me try to break it down a bit.

You --

You need to have a sense of humor, be able to multitask, you can even be a bit quirky, but you need to be a self-starter, and able to carry out instructions and tasks without having someone peering over your shoulder.

The Job --

There are a million little tasks that need to get done and that's where you come in. Some of them may involve researching things online, doing some data entry, helping me work through an idea, taking notes, organizing files or creating better documents.

The work is varied, so sometimes there's a flurry and other times I may not need as much help.

You will be working from home, so no commuting. The best I'll ask of you sometimes is to do a call or skype with me from time to time. This is perfect job for a stay at home mom.

Being creative is an asset, as is having an interest in all things digital (I love to train my assistants to be excellent writers/social gurus, etc) so if you have an interest, even better!

To start, I'm looking for 10 hour, I'd love to be helpful today to see if you're a match absolutely. Please format up.

Don't forget to include a blurb about yourself with any relevant things I should know. If you're including your phone number in your reply, please format with dashes (xxx-xxx)

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