I need an assistant (napa county)

Location **California**
https://www.genclassifieds.com/x-504266-z

Hello,

I need an assistant for my business and home.

I need the receipts filed, put into an Excel spreadsheet.
(If you do not know Excel it is okay. I can show you...it is just typing it into the program and it is really easy work.)

I also want someone who can organize my stuff in my home
(Light housekeeping)

****Please respond with a phone number*****

This is only going to be a couple of hours a week....and will be paid hourly

I need Service every week and need someone trustworthy and reliable.

My home is in Napa so please be in the area.

If you live in Santa Rosa that is a 45 minute drive, If you live in Petaluma it is a 30 minute drive...I do not pay for that time....it is best you do not apply

Knowledge of Computer, MS 2010 and 365 is a plus when some of these skills taken into account.If you are interested and would like to but desire more hours, please respectfully let that in your reply and your hourly experience will take it into consideration.

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