

# Personal Assistant (Geist)

hide this posting

unhide













Location **Indiana**  
<https://www.genclassifieds.com/x-770987-z>

QR Code Link to This Post College student, great job to have while you're still in college. Must live in the Indianapolis area and be 18 to apply. Want a job that doesn't involve doing the same thing over and over again? If so, this job is for you. I'm looking for a personal assistant to help me with various day to day tasks. This involves billings/filings, travel booking, letter writing, computer skills, and working and cleaning on a boat at Geist Lake. Looking for someone who is dependable and with a flexible schedule. This is a legitimate, part-time job, 15-20 hours per week. Interviews will be set up by by phone. Text messages will not be allowed during the interview process.

Candidate must be:

- Intelligent
- Well organized
- Outgoing
- Honest
- Have office and computer skills.

If interested, please send resume and recent.

|  |   |   |   |  |   |   |   |   |   |
|--|---|---|---|--|---|---|---|---|---|
|  <p>Personal Assistant (Geist)<br/>hide this posting<br/>unhide</p> <p><a href="https://www.genclassifieds.com/x-770987-z">https://www.genclassifieds.com/x-770987-z</a></p> |  <p>Personal Assistant (Geist)<br/>hide this posting<br/>unhide</p> <p><a href="https://www.genclassifieds.com/x-770987-z">https://www.genclassifieds.com/x-770987-z</a></p> |  <p>Personal Assistant (Geist)<br/>hide this posting<br/>unhide</p> <p><a href="https://www.genclassifieds.com/x-770987-z">https://www.genclassifieds.com/x-770987-z</a></p> |  <p>Personal Assistant (Geist)<br/>hide this posting<br/>unhide</p> <p><a href="https://www.genclassifieds.com/x-770987-z">https://www.genclassifieds.com/x-770987-z</a></p> |  <p>Personal Assistant (Geist)<br/>hide this posting<br/>unhide</p> <p><a href="https://www.genclassifieds.com/x-770987-z">https://www.genclassifieds.com/x-770987-z</a></p> |  <p>Personal Assistant (Geist)<br/>hide this posting<br/>unhide</p> <p><a href="https://www.genclassifieds.com/x-770987-z">https://www.genclassifieds.com/x-770987-z</a></p> |  <p>Personal Assistant (Geist)<br/>hide this posting<br/>unhide</p> <p><a href="https://www.genclassifieds.com/x-770987-z">https://www.genclassifieds.com/x-770987-z</a></p> |  <p>Personal Assistant (Geist)<br/>hide this posting<br/>unhide</p> <p><a href="https://www.genclassifieds.com/x-770987-z">https://www.genclassifieds.com/x-770987-z</a></p> |  <p>Personal Assistant (Geist)<br/>hide this posting<br/>unhide</p> <p><a href="https://www.genclassifieds.com/x-770987-z">https://www.genclassifieds.com/x-770987-z</a></p> |  <p>Personal Assistant (Geist)<br/>hide this posting<br/>unhide</p> <p><a href="https://www.genclassifieds.com/x-770987-z">https://www.genclassifieds.com/x-770987-z</a></p> |
|--|---|---|---|--|---|---|---|---|---|