

Versatile Personal Assistant (Wake Forest)

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Location **North Carolina**
<https://www.genclassifieds.com/x-778166-z>

QR Code Link to This Post I am currently looking for someone to help me, either part time or full time with the following tasks that are part of my daily routine. I appreciate experience but the ability and willingness to learn goes a long way. A student during the day looking for part-time work in the afternoon and evenings could be a good fit.

None of the following are necessarily a deal breaker but these are areas that I need help with, so the more tasks that you are efficient with, the better match we will be. I am very laid back, flexible and easy to work with.

Know the ins and outs of Excel, Word, and Outlook.

Entering my daily receipts into an Excel file.

Entering new customers into my database.

Helping me prepare yearly receipts for my accountant.(once per year)

Keeping up with "to do" jobs, completed jobs as well as whether they have paid.

Managing my marketing campaigns; Yelp, Kudzu, Google, Facebook, directories, etc.

Running errands; picking up things I've ordered or need for the week

Marketing skills of any type are a plus

Computer/Internet skills

Photo/video editing skills (used for Youtube, ads,etc.)

Help me keep up with my various schedules

Send Contracts/Invoices

Make customer service calls to vendors I use

Drive me on occasions when I need my office on the go

Some domestic help around house

Make sure mail is being opened, bills are being paid or everything stays on autopay, etc. (I have a lot of accounts)

Please send your resume to me for your consideration. You can also reach me at a slight notice with your phone number or email address. I will be glad to discuss the details of the position with you. Thank you for your interest in my business.

The areas where you have the most experience are the most important. Please do not include your phone number in your resume.

Thank you for your interest in my business.



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