

Personal Assistant Job Description

Basic Qualities

- Loves kids & animals
- Responsible
- Trustworthy
- Loyal
- Organized
- Supervisory Skills – delivery persons, housecleaning companies, repair persons, other household workers
- Assertive
- Good bargainer
- Must be able to drive and have your own transportation
- Bilingual preferred, but not required
- Must be able to pass a background check

Office Skills

- Knowledge of emailing
- Knowledge of texting
- MS Office Suite – strong knowledge and use of Excel preferable, but not required
- Other specific projects as assigned

Household Skills

- Food Prep
 - Picking up take out
 - Basic cooking skills or willing to learn
 - Grocery shopping
 - Grilling
- Basic laundry skills
- Basic Cleaning skills – if needed
 - Dusting
 - Sweeping
 - Mopping
 - Vacuuming
 - Cleaning bathrooms
- Errands and Other Duties
 - Take / pick up dry cleaning
 - Assisting with clearing out and organization projects
 - Organize household supply inventory
 - Organize annual maintenance schedule
 - Tree trimming
 - Gutter cleaning
 - House painting
 - Fence maintenance / painting
 - Gate / metal trim maintenance painting
 - Lawn care projects with company

Hours

8am -5pm, time can be flexible if not needed. Position located in the Medical Center / Braes Heights area of Houston, TX.

Occasional weekend or other hours as assigned and agreed upon.

This is a salaried position.

Please send your resume to info@ecomodernconciierge.com