

POSITION: Personal and Office Assistant with an upbeat, high energy can do attitude!

Part to Full Time

Support Client's personal effectiveness, organization and operations by providing home and project tasks, organizational support, and personal life maintenance and order. Responsibilities and duties will include and are not limited to: representing the business professionally, administrative duties, product and supplies management, packing and prep pre and post travel, home organization and upkeep, personal errands and excellent customer care and service. Contractor will perform duties within 20 to 40 hours per week.

Responsibilities:

- Embody and uphold Client's Core Values
- Handle administrative needs as directed
- Prep for travel and post travel, packing, stocking home, meals and needs for travel
- Receive visitors and customers and professionally represent Owner
- Create and maintain inventory and order supplies and household items
- Support customer's needs including their files, billing and scheduling
- Run errands

Qualifications:

- Previous experience as an office and/or personal assistant
- Strong organizational and communication skills
- Ability to prioritize and multitask
- Strong attention to detail
- Self-starter
- Exceptional at giving and receiving feedback and listening
- Willingness to be creative, innovative and positive

FLEXIBLE SCHEDULE A PLUS!

ABILITY TO TRAVEL A PLUS!

Skills/Knowledge:

Writing Skills, Supply Management, Scheduling, Delegation, Proficient Microsoft Office Skills, Organization, Time Management, Dropbox, Word, Excel, Wunderlist*, Evernote*, Scheduling (Acuity)*, 1password*, Gmail for Business*(*All items marked with asterisk are teachable and any prior knowledge please indicate in the interview)