

Part-Time Personal Assistant (Austin)

Compensation: \$12-16 an hour (based on experience)

Employment type: Part-time

Looking for a Personal Assistant (PA) who must be based in Austin, TX and able to work onsite the residence. This position will primarily cover personal support responsibilities to the Founder/Owner, of a small company. The right candidate would be a trustworthy, dependable, respectable, self-starter who can take on the responsibility of supporting the owner with a variety of family tasks on a daily basis.

Tasks and Responsibilities:

- Personal Assistant (PA) needed to oversee general organization for a busy entrepreneur with children.
- The ideal candidate is dependable and able to provide efficient personal support on-ground for the family.
- PA will be responsible for cooking meals for the children or as assigned, laundry and cleaning up.
- Must be flexible and able to work M-F up to 20 hours weekly.
- On occasion the Personal Assistant (PA) may be called to support during the weekends to oversee care for the children or their dog.
- Several daily general administrative tasks will be assigned. e.g. running errands in town, shipping packages or mail, maintaining the children's calendar of activities

Mandatory Requirements:

- Must be proficient in fundamentals of computer usage: Excel, Word, Google Drive, internet, sending and replying to text messages and email
- Must consent to taking and passing DMV and background checks
- Must be trustworthy and dependable as you will work with small children

Please take this survey if you feel you are a fit for this position and we will contact qualified applicants for an interview: Put PA in the job title:

https://ciims.cindexinc.com/surveys/newFace_english.php?client=26136&text=EN

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