

Sunday, November 4, 2012

Personal Assistant

To apply, please contact drev56@gmail.com

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Personal assistant needed for miscellaneous personal errands and administrative assistant work for a young Manhattan couple (and former dancer) in the Gramercy/ Flatiron and Midtown area (no children). Hours flexible starting at 5 hours/week. Hourly salary is negotiable based on experience with opportunity to grow into a salaried part-time job. Looking for candidate with professional demeanor, strong initiative, and attention to detail.

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