

Personal Assistant to Executive Chef (Temp/Part-Time)

Rate $14-16 hourly

Seeking a Personal Assistant to help with various duties, i.e. General Office Work (Responding to Emails, Answering/Returning Calls, Supporting the Chef in her duties, scheduling bookings and events in her calendar, Travel Planning (Flights, Hotels, and Rental Cars) and Other Duties may include in managing Personal Schedules and Activities as well as Running Errands.

Must be highly organized and detail oriented!  
Extensive experience is required with using Microsoft Word, Google Drive and Canva. Experience with Square and Wix is a plus!