



HUNGRY TWENTIES

Job Title

Personal Assistant

Time Commitment

Part-time, approximately 15-30 hours per week, flexible hours

FLSA Classification

Non-exempt, hourly

Supervisor

Young female entrepreneur in the food, beverage, and service industry

Salary

\$15.00 - \$22.00 per hour

Benefits

- Mileage reimbursement at the current IRS reimbursable rate

Summary

Young female entrepreneur is looking for a remote Personal Assistant who resides in the Roaring Fork Valley to assist with her business in the food, beverage, and service industry. The Personal Assistant will provide support with calendar management, scheduling, corresponding to emails, and various administrative tasks such as recipe conversions and drop-offs of custom meal delivery service. The Personal Assistant position will start out as entry-level with the opportunity for growth.

Roles & Responsibilities

- Assist in calendar management and scheduling, and ensuring tasks, deliveries, and events are completed accurately and on-time
- Respond to email inquiries in a timely manner
- Assist in various personal task, such as, but not limited to appointment, scheduling, organization, online ordering, third-party vendor management
- Complete administrative tasks such as recipe conversion, placing food and beverage orders, and procuring grocery store pick-ups
- Drop-off and pick-up of meals and supplies via meal delivery service
- Work flexible, part-time hours, preferably Tuesday through Friday

Knowledge, Skills, and Abilities

- Exceptional customer service skills

- Proficient knowledge of Mac and Apple (i.e. iMessage, Numbers, Notes App, Mail App, and iCalendar)
- Strong writing, grammar, and proofreading skills
- Ability to handle confidential and sensitive information
- Excellent time-management skills; detail-oriented; must be able to coordinate execution of several situations simultaneously
- Strong problem-solving skills; Ability to manage multiple situations simultaneously
- Organized, self-motivated, and hardworking
- Strong interpersonal and organizational skills
- Ability to understand and effectively deliver, as well as carry out oral and written instructions and request clarification when needed
- Proactive approach to job responsibilities
- Great communication and collaboration skills
- Ability to think and work creatively and independently
- Ability to effectively plan and prioritize workload
- Responsible and professional work ethic
- Ability to drive and use personal vehicle for business use
- Valid driver's license

Physical Requirements

- Extended periods of sitting, up to 8 hours at a time
- Frequent, continual, intermittent flexing, or rotation of the wrist(s) and spine
- Exchanging ideas by use of clear and concise oral communication
- Constant clarity of vision at near and/or far distances
- Occasional pushing, pulling, lifting, or carrying up to 50 pounds

EEO Statement

This employer provides equal opportunities to all applicants for employment without regard to race, color, religion, creed, sex, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, transgender status, marriage to a co-worker, or any other protected characteristic applicable under federal, state, and local laws.

At-Will Employment

All employment with Hungry Twenties is voluntary and is subject to termination by you or Hungry Twenties at-will, with or without cause, and with or without notice, at any time. There is no guarantee, in any manner, Hungry Twenties will continue your employment for any set period of time.

Disclaimer

Please note that this job description is not a comprehensive list of activities, duties, and responsibilities that are required of this position. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice with direction from this employer.