



## All Squared Away, LLC

All Squared Away is a professional organizing company offering services to business and residential clients. We offer innovative and creative solutions to clients' organizing dilemmas.

**Job Title:**

Personal Assistant  
(Independent Contractor)

**Date:**

April, 2011

**Job Description:** The Personal Assistant will work closely with the owner to provide administrative, clerical, and personal support necessary to help run the organization effectively.

**Responsibilities:**

- Responsible for communications including; answering phone calls, inquiries, email correspondence, communicating with clients, prospective clients, or business contacts.
- Providing administrative support to the owner to ensure enhanced effectiveness and efficiency. Duties include; organization and daily maintenance of office, communication system, filing, correspondence, managing contacts, copying, performing errands for owner or clients etc.
- Manage and maintain client and business contact information with accuracy and timeliness.
- Conducting research and disseminating information or marketing materials through mail, phone, and email.
- Liaising between client, vendors, etc...
- Adaptable—willing to work in various non-structured environments.
- Performing errand services for clients (approximately 5 hours/week). Use of personal car required. Mileage reimbursement will apply. Must have valid proof of insurance.

**Job Location:**

Morgantown, WV

**Company Industry:**

Professional Organizing

**Job Role:**

Administrative & Personal Support

**Joining Date:**

April 18, 2011

**Employment Status:**

Part-Time, 10 hours/week with potential for more hours and professional growth within company

**Employment Type:**

Independent Contractor

**Hourly Rate:**

\$10/hour

**Manages Others:**

No

**Number of Vacancies:**

1

**Other:****Skills & Specifications:**

- Excellent interpersonal and customer service skills.
- Professional, well-spoken, excellent grammar and friendly.
- Detailed oriented with excellent planning, organizational, and management skills.
- Honest, reliable, hard-working. Must have reliable transportation.
- Discretion, non-judgmental, good judgment ability, adaptable and versatile

**Computer Skills Required:**

- MS Word, MS Excel, MS Outlook, MS Power Point
- Typing Skills
- Internet & Email

**Additional Requirements:**

- Non-smoker
- No criminal history
- Valid driver's license
- Valid car insurance policy
- Must pass background check and be fingerprinted

**Potential for Future Growth with Company:**

Working under direct supervision of the owner, our company would like to integrate this person for a future of full time work.

<b>Career Level:</b>	Entry Level with potential for growth	<b>Years of Experience:</b>	3-5
<b>Degree:</b>	College Degree Preferred	<b>Other:</b>	

**Terms of Position:**

- This position is open to independent contractors.
- The independent contractor will be required to sign a non-compete, non-disclosure, and confidentiality contract with All Squared Away.
- The contractor will abide by the standards set forth by All Squared Away while working with clients, documents, information, etc...
- Confidentiality must be maintained at all times regarding discussions, materials, or any other information relevant to All Squared Away or its clients.
- Candidate must report all income to applicable Local, State, or Federal entities. All Squared Away will provide the contractor with a 1099 at the end of the year.

**Application Requirements:**

1. This position is for an independent contractor. Must have current WV Business License or provide proof of new business license within 90 days.
2. Resume must include three references. Please include accurate contact information.

Please send your complete resume to;

[info@allsquaredaway.com](mailto:info@allsquaredaway.com)

Or

All Squared Away, LLC  
714 Venture Drive #161  
Morgantown, WV 26508  
Attn: PA Position

<b>Internal URL:</b>	<a href="http://www.allsquaredaway.com">www.allsquaredaway.com</a>