



Job Opening: Personal Assistant

POSITION SUMMARY:

We are seeking an independent contractor to serve as a Personal Assistant to the founders of our organizational consulting practice, with more than 40 years of global recognition for transforming communication and relationships.

BENEFITS & PERKS

- Fully remote position or hybrid role if residing in Eugene, Oregon
- Flexible part-time hours (10 hours weekly)
- Competitive pay: \$20 – \$25 hourly based on experience
- Work alongside established and award-winning leaders in organizational communication

JOB RESPONSIBILITIES:

- Communicating with hotel personnel to ensure reservation specifications
- Creating dinner reservations for the founders while they are traveling
- Scheduling meetings and appointments
- Managing Amazon purchases and returns
- Preparing travel documents and program materials for business travel
- Organizing materials for Zoom meetings
- Basic administrative tasks
- Social media support

QUALIFICATIONS/SKILLS:

- Experience as a Personal Assistant or within the hospitality industry desired
- Outstanding verbal and written communication skills
- Highly detail orientated and organized
- Proactive, energetic with a passion for exceeding expectations
- Ability to maintain grace in stressful situations
- Proficiency with Microsoft Office and Google Suites desired

For immediate consideration, please send your cover letter & resume to:
theglasers@theglasers.com