**Personal Assistant Wanted**

A reputable and well-established dentist is seeking a highly driven, goal-oriented and organized individual to fill as a Personal Assistant.

The ideal candidate will be a sharp, energetic, independent thinker and trustworthy individual. As a resourceful self-starter, you will maximize the productivity of the dentist. You will solve problems at a blink of an eye without needing supervision or direction.

Responsibilities include:

· Organize and manage personal appointments or meetings

· Take the lead on and manage projects, providing actionable and measurable targets and plans

· Coordinate travel, transportation, and accommodations as needed

· Take on special projects, as assigned

Requirements:

· Excellent communication skills

· Sound decision-making skills, drive and desire to succeed

· Masterful communicator and problem solver

· Expert follow-up

· Ability to work independently on projects, from conception to completion, and manage time in accordance to needs

· Strong organizational skills

· High level of discretion

· Experience with booking travel both national and internationally is a plus

Position would be 80/20 remote and onsite. MUST be able to run personal errands around Manhattan and Brooklyn.

Compensation:

[x hours] per week to start with growth into a full-time position possible.

[$] per hour starting, w/ opportunities for compensation and performance bonuses.

Please reply with your resume and cover letter. **Applications without a cover letter will NOT be accepted.**