



Murray, Craven & Corley, L.L.P.

PERSONAL ASSISTANT

Position Name and Description:

Seeking part-time personal assistant. Flexible hours and days, making it ideal for someone looking to balance work with other commitments. Some tasks include: managing calendars, making travel arrangements, running errands, and assisting with financial management.

Requirements:

Must enjoy working in a pet-friendly environment (one 35 lb. dog).

Additional information/Comments:

- O Location: Downtown Fayetteville
- O Pay: \$15.00 per hour
- O Hours: Flexible days and times

How to Apply:

Please email nicole@mcilaw.com if interest in the position.