
From: [REDACTED]
Sent: Thursday, January 24, 2013 11:26 PM
Subject:

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This position requires a lot of shopping for household items,(linens, towels, cosmetics, medicines, office supplies) gifts, clothes for JE, furniture, art, etc

This position requires a lot of shopping for household items,(linens, towels, cosmetics, medicines, office supplies) gifts, clothes for JE, furniture, art, etc JE has several corporate/guest apts which need to be managed; making sure they are cleaned and in order before each guest arrives, that they are properly stocked with fresh linen, toiletries, cleaning supplies, that everything is in working order.

You need to keep track of household staff schedules and days off owed.

Keep track of and submit all receipts for purchases to accountant

Schedule renovations and interior work needed in houses and apartments; paint, bathroom and kitchen renovations, purchase furniture,

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