Downloaded from <https://www.velvetjobs.com/job-descriptions/general-assistant>

# Example of General Assistant Job Description

Our company is looking to fill the role of general assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for general assistant

* Must be able to legally obtain work in the US
* A proven ability to work in remote, harsh environments is required
* Must be able to work in extreme cold temperatures for long hours and sleep in an unheated tent
* Basic to advanced first aid training is preferred
* Experience working with helicopters or fixed wing aircraft is desirable
* No previous expertise is required as full training will be provided

## Qualifications for general assistant

* Management Experience in Property Management or Hospitality required
* Ability to read financial state profit and loss statements, variance reports and budgets
* Available to work a flexible schedule, including weekends and evening events as required
* Minimum six months experience in general labor support is required
* Must be a team player, work collaboratively, and communicate clearly with co-workers
* Must be able to live in close quarters when on station or in the field