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**Subject:** Lesley's Job Responsibilities

**Date:** Mon, 02 Jul 2012 20:00:34 +0000

**Importance:** Normal

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### Lesley's Job Responsibilities

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-Keeping up with daily reminders

-Coordinating and Organizing Appointments and keeping [REDACTED], Sue, Lyn, Jojo, Rich Barnett and Francis abreast of your daily schedule

[REDACTED] and Sue need to keep me abreast of their schedules (I of course will do the same)

-Clarify: When a guest arrives at 71<sup>st</sup>, how do you wish to be told the guest is here? If you are in DR-Lyn, Jojo, [REDACTED], Sue, [REDACTED] come tell you

-Clarify: If you are not in DR, and I do not know where you are in the house, I email you to let you know a guest has arrived...is this ok or how would you like to be told? Have Lyn or someone search for you? Ring you in your 6<sup>th</sup> Floor Office?

-Clarify: Connecting Calls: Is there anyone that I should immediately try to connect you to now? It used to be Wexner, Ace Greenberg, Jimmy Cayne...

-Clarify: Whenever you tell me someone is coming to the house or you have made an appointment with them, I will always re-confirm with them and provide your address and a phone number

-Clarify: Asking 2 questions in one sentence not allowed?: Example: do you prefer this or that? Is this ok or is that ok?... Instead ask only one question per an email...

-Clarify: Who to confirm appointments when you are in Paris: the assistant who is traveling with you should reconfirm any appointments because of time difference and the possibility of you changing a planned upon time (?)

-Packages to house: I think all packages should be logged in to a binder stating: when delivery was rec'd, who rec'd it, where it came from, who pkg is for and where the package is left.

-Apartment Upkeep: I will keep track of apartments (when guests arrive/depart) and provide Welcome Letters to Doormen. Sue to keep up with cleaning and to make sure proper supplies are kept for cleaning as well as plenty of linens and towels for each apt. If repairs are needed Sue to contact building and follow through to completion .. [REDACTED] to order any new furniture

It would be easier to have one person clean the apartments that we trust:

-codes to apt must be given out, worry about security

-cleaning supplies can be kept up with by the one cleaner vs. someone having to make sure enough supplies are on hand in each apt every time.

-can pay an individual hourly vs. the 2.5 hour minimum w/Best Homes Services.

### **Sue Job Responsibilities**

-Happy to work at house for evening appt's but is it ok to start at 11:00 (or something)

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### **All of Our Responsibilities**

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-Ordering Office supplies/toner as needed

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### **For Me**

Appointments after 5:00: I must provide a phone number for all appointments after 5:00 for just in case.