

Task \ Business Xcelerator Position	Personal Assistant	Office Administrator	Executive Assistant	Chief of Staff	Chief Business Xcelerator
Personal life management	✓		?		
Calendar management	✓	✓	✓	✓	✓
Errand running	✓	✓			
Email management	?		✓	✓	✓
Marketing Administration		✓	?		
Bookkeeping		?	?	✓	✓
Event support	✓	✓	?		✓
Logistics		✓	✓		
Personal errands	✓	✓	✓		
HR			?	✓	✓
Etc.	✓	✓	✓	✓	✓