

Administrative, Secretary

معلومات البائع

اسم: Robin May



تفاصيل الاعلان

مشترك

Administrative, Secretary

المسمى الوظيفي:

\$ 45,000

راتب:

سنويا

لكل:

وقت كامل

نوع الوظيفة:

سنتان

خبرة في العمل:

راغب

الرغبة في السفر:

لا

العزم على تغيير موقع:

موقع

United States

بلد:

California

الدولة / المنطقة / المحافظة:

San Francisco

مدينة:

معلومة اضافية

عني:

Hardworking, patience, can work under pressure and very eager to be trained if necessary to meet the excellence of the company

A highly organized and detail-oriented providing thorough and skillful administrative support.

Dedicated and focused; able to prioritize and complete multiple tasks and follow through to achieve project goals.

Computer skills include: MS Word, Excel, PowerPoint, and Internet.
Creative, resourceful and flexible, able to adapt to changing priorities and
maintain a positive attitude and strong work ethic.

A clear and logical communicator, able to establish rapport with both clients and
colleagues, and motivate individuals to achieve organizational objectives.

الإنجليزية

إجادة اللغة:

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سيرة ذاتية:

