

Administrative, Secretary



Verkäufer Info

Name: Robin May

Anzeigen-Details

Allgemein

Berufsbezeichnung:	Administrative, Secretary
Gehalt:	\$ 45,000
Pro:	Jahrbuch
Job-Typ:	Vollzeit
Berufserfahrung:	2 Jahre
Reisebereitschaft:	Willens
Bereitschaft zum Umzug:	Nein
Veröffentlicht:	vor 3 Wochen

Standort

Land:	USA
Staat/Region/Provinz:	Kalifornien
Stadt:	San Francisco

Zusätzliche Informationen

Über mich:

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.

Sprachkenntnisse:

Englisch

Datei fortsetzen:

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