

Administrative, Secretary



Info Vendedor

Nombre: Robin May

Detalles del anuncio

Común

Título del trabajo:	Administrative, Secretary
Salario:	\$ 45,000
Por:	Año
Tipo de trabajo:	Tiempo completo
Experiencia laboral:	2 años
Disponibilidad para viajar:	Complaciente
Disponibilidad para cambiar de residencia:	No
Publicado:	hace 3 semanas

Ubicación

País:	Estados Unidos
Estado/Región/Provincia:	California
Ciudad:	San Francisco

Información adicional

Acerca de mí:

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.

Competencia lingüística: Inglés

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