

Administrative, Secretary

اطلاعات فروشنده

Robin May

نام:



توضیحات آگهی

اطلاعات عمومی

Administrative, Secretary

45,000 دلار

سال

تمام وقت

۲ سال

مایل

خیر

3 هفته پیش

عنوان شغلی:

حقوق:

در:

نوع کار:

تجربه کاری:

تمایل به سفر:

تمایل به نقل مکان:

تاریخ آگهی:

اطلاعات مکانی

United States

California

San Francisco

کشور:

استان:

شهر:

اطلاعات تکمیلی

درباره من:

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.

انگلیسی

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مهارت زبانی:
فایل جویای کار:-

