

Administrative, Secretary

اطلاعات فروشنده

Robin May :نام:



توضيحات آگهي

اطلاعات عمومي

Administrative, Secretary

عنوان شغلي:

45,000 دولار

حقوق:

سال

در:

تمام وقت

نوع كار:

2 سال

تجربه كاري:

مايل

تمايل به سفر:

خير

تمايل به نقل مكان:

اطلاعات مكاني

United States

كشور:

California

استان:

San Francisco

شهر:

اطلاعات تكميلي

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.

انكليسي

مهارة زباني:

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فايل جويای كار:-

