

Administrative, Secretary



Information de l'annonceur

Nom: Robin May

Détails de l'annonce

Commun

Titre d'emploi:	Administrative, Secretary
Salaire:	\$ 45,000
Par:	Année
Type d'emplois:	Temps plein
Expérience de travail:	2 ans
Disposé à voyager:	Disposé
Disposé à relocaliser:	Non
Soumis:	il y a 3 semaines

Localisation

Pays:	États-Unis
État/Région/Province:	Californie
Ville:	San Francisco

Information additionnelle

À propos de moi:

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.

Compétence de langue:

Anglais

Fichier CV:

listing_resume_doc_file_147340408624735965.zip

