

Administrative, Secretary



Information de l'annonceur

Nom: Robin May

Détails de l'annonce

Commun

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|------------------------|---------------------------|
| 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 |

Localisation

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|-----------------------|---------------|
| 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

