

Administrative, Secretary



Informazioni sul venditore

Nome: Robin May

Dettagli dell'inserzione

Comune

Titolo di lavoro: Administrative, Secretary
Stipendio: \$ 45,000
Per: anno
Tipo di lavoro: Tempo pieno
Esperienza lavorativa: 2 anni
Disponibilità a viaggiare: Disposto
Disponibilità a trasferirsi: No

Posizione

Nazione: United States
Stato / Regione / Provincia: California
Città: San Francisco

Informazioni aggiuntive

A proposito di me:

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.

Competenza linguistica: Inglese

Curriculum: listing_resume_doc_file_147340408624735965.zip

