Administrative, Secretary

Info Verkoper

Naam: Robin May

Advertentie details

Algemeen

Vacature Titel:	Administrative, Secretary
Kruiser:	$ 45,000
Per:	Jaarlijks
Airconditioning en verwarming:	Voltijd
Land:	Condo
Bereid te Reizen:	Bereid
Bereid te Verhuizen:	Nee
Geplaatst:	3 weken geleden

Locatie

Land:	United States
Staat/Regio/Provincie:	California
Plaats:	San Francisco

Additionele informatie

Foto bijsnijden:

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.

Taalvaardigheid:	Engels
Krabboot:	listing_resume_doc_file_147340408624735965.zip