

## Administrative, Secretary



### Informações vendedor

: Robin May

### Detalhes do anúncio

#### Comum

Job Title:	Administrative, Secretary
Salário:	\$ 45,000
Por:	Annum
Tipo de Trabalho:	Full Time
Experiência profissional:	2 Anos
Disposição para viajar:	Disposto
Disposição para mudar:	n

#### Localização

Country:	Estados Unidos
State/Region/Province:	Califórnia
Cidade:	São Francisco

#### Informação adicional

Sobre mim:

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.

Proficiência em Língua: Inglês

Resume File: listing\_resume\_doc\_file\_147340408624735965.zip

