

## Administrative, Secretary



### Satıcı Bilgisi

İsim: Robin May

### İlan Detayları

#### Genel Bilgiler

İş Başlığı:	Administrative, Secretary
Maaş:	\$ 45,000
Başına:	Yıl
Meslek türü:	Tam zamanlı (Full Time)
İş deneyimi:	2 Yıl
Seyahat:	Edebilir
:	Hayır
Yayınlandı:	3 hafta önce

#### Konum

Ülke:	United States
Eyalet/Bölge/Şehir:	California
Şehir/İlçe:	San Francisco

#### Ek Bilgiler

Hakkımda:

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.

Dil Seviyesi:

İngilizce

Özgeçmiş Dosyası:

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