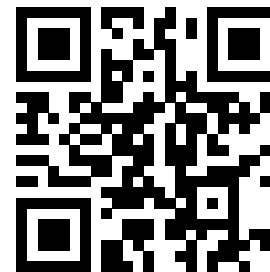


free-classifieds-usa.com

**Phone:**

<https://tinyurl.com/2h6majjh>

Price: Check with seller

Description:

We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors to the company by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, making reservations or travel arrangements, and generally being a helpful and positive presence in the workplace. Administrative Assistant Responsibilities: Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies. Providing real-time scheduling support by booking appointments and preventing conflicts. Making travel arrangements, such as booking flights, cars, and maki...

ADMINISTRATIVE ASSISTANT

Contact: Inn Recruiters

Phwaib:sinceremind46@gmail.com

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