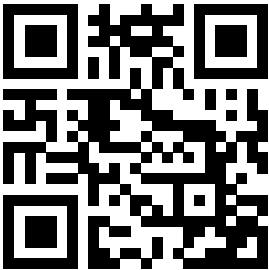


VIRTUAL ASSISTANT NEEDED URGENTLY

free-classifieds-usa.com



https://tinyurl.com/2ce3pq59

Contact: Davil Edgardo

Phone:

Address: Fort Myers, Florida, United States

Price: 800.00 USD

Description:

The ideal candidate will be responsible for a range of activities which will assist this organization's leadership. In this position, you should feel comfortable coordinating calendar appointments, managing communications, and planning events, as necessary. Responsibilities Coordinate and schedule calendar appointmentsManage all incoming and outgoing communicationsSchedule travelPlanning events

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