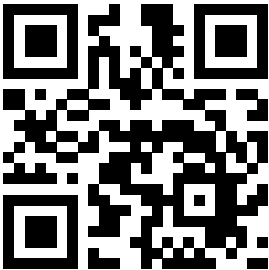


ADMINISTRATIVE ASSISTANT - THE ST. REGIS ASPEN RESORT (21132530)

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Contact: Michele Conner

Phone:

Address: 315 E Dean St, Aspen, Colorado, United States

Price: Check with seller

Description:

Live Fully at Marriott International #1 Leader in Hospitality At Marriott International, you have the opportunity to grow in your career, work with teammates that feel like family, and help make our world a better place. The St. Regis Aspen Resort located at 315 E Dean St, Aspen, CO, 81611 is hiring an Administrative Assistant. Responsibilities include: Enter and retrieve information contained in computer databases using a keyboard, mouse, or trackball to update records, files, reservations, and answer inquiries from guests. Transmit information or documents using a computer, mail, or facsimile machine. Operate standard office equipment other than computers. Prepare letters, memos, and other documents using wor...

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