HOUSEKEEPING ADMIN ASSISTANT ON-CALL - SHERATON HOTELS - (21135737)

free-classiffieds-usa.com

Contact: WOO, JANET

Phone:



https://tinyurl.com/269huhqf

Address: Lahaina, Hawaii, 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 Sheraton Maui Resort & Spa, located at 2605 Kaanapali Pkwy, Lahaina, Hawaii, 96761 is currently hiring a Housekeeping Admin Assistant On-Call. 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

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