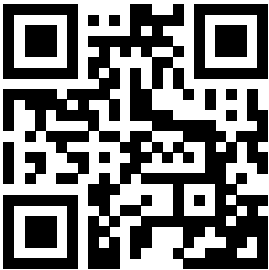


ADMIN ASSISTANT - MARRIOTT HOTELS - (21150007)

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Contact: Smith, Dawn

Phone:

Address: Chicago, Illinois, United States

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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 Marriott Marquis Chicago, located at 2121 S Prairie Ave, Chicago, Illinois, 60616 is currently hiring a Admin 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 doc...

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