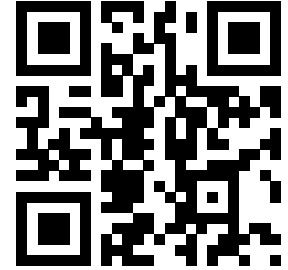


## ADMIN ASSISTANT-SALES I - THE RITZ-CARLTON - (22015214)

**free-classifieds-usa.com**



<https://tinyurl.com/2jtaa5v6>

**Contact: Sierra Anderson**

**Phone:**

**Address: One Ritz Carlton Dr, Dana Point, California, 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 Ritz-Carlton, Laguna Niguel, located at One Ritz Carlton Dr, Dana Point, California, 92629 is currently hiring a Admin Assistant-Sales I. 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, mem...

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**ADMIN ASSISTANT-SALES I - THE RITZ-CARLTON - (2207)**

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