OFFICE ADMINISTRATOR

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Address: Serena Rancho Santa Margarita CA, Santa Margarita, California, United States
Price: 25.00 USD
Description:
Office Administrator (US residence only) Pay rate: $25/hour PK CONSULTING Our Company PK Consulting is a premier procurement services provider and strategic sourcing consulting firm. Since 2002, our team of management experts has supported best-in-class organisations in ensuring their procurement and sourcing capabilities are optimised and that they are getting the most value at the best possible price from their suppliers. What's on Offer -Permanent Position -Full Time Opportunity -Career Progression -Training on all platforms -Supportive Team Duties and Responsibilities - Provide administrative support to management team -Provide exceptional customer service to clients and employees through phone, email and f...

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