

EVENT & BANQUET ADMINISTRATIVE ASSISTANT - THE RITZ-CARLTON -  
(22057411)

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Contact: Anderson, Araya

Phone:

Address: Saint Louis, Missouri, United States

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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, St. Louis, located at 100 Carondelet Plaza, St. Louis, Missouri, 63105 is currently hiring a Event & Banquet 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 l...

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