

PERSONAL ASSISTANT - DOWNERS GROVE

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<https://tinyurl.com/26ujk9ax>

Contact: Frank

Phone:

Address: Downers Grove, Illinois, United States

Price: 15.00 USD

Description:

Looking for an Office Assistant to help in the office. The perfect candidate will be outgoing, friendly, organized, and able to complete tasks that need to be done. Duties will include phone calls, paperwork, scheduling meetings, community involvement, and anything else I need you to do. We will be working closely with one another and so must get along well. No Experience is needed! Monday- Thursday. Full or part-time available. Base pay with bonuses. Will discuss all details in the interview. If interested, instead of a resume, please either send a video message or tell me why you would be a great Assistant and include a pic.

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