

ADMINISTRATIVE ASSISTANT - MARRIOTT HOTELS - (22159972)

free-classifieds-usa.com



https://tinyurl.com/29ypmqgl

Contact: Lucy Gomez

Phone: 1-999-999-9999

Address: Los Angeles, California, United States

Price: Free

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 Los Angeles Airport Marriott, located at 5855 W Century Blvd, Los Angeles, California, 90045 is currently hiring a 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 letters, ...

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