

ADMINISTRATIVE ASSISTANT - WESTIN - (22200829)

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<https://tinyurl.com/2y5rzqsf>

Contact: RHONDA BROWN-JONES

Phone: 1-999-999-9999

Address: Atlanta, Georgia, 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 Westin Peachtree Plaza Atlanta, located at 210 Peachtree St NW, Atlanta, Georgia, 30303 is currently hiring a Events Admin 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, memos, ...

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