

ADMINISTRATIVE ASSISTANT SALES - WESTIN - (22211700)

free-classifieds-usa.com

Contact: Unaya Barrett

Phone: 1-999-999-9999



https://tinyurl.com/ynqfwnuc

Address: 6902 E Greenway Pkwy, Scottsdale, Arizona, 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 Kierland Resort & Spa, located at 6902 E Greenway Pkwy, Scottsdale, Arizona, 85254 is currently hiring a Administrative Asst-Sales. 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, me...

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