

NEED PERSONAL ASSISTANCE 450 WEEKLY (denver)

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Location **Colorado**
<https://www.genclassifieds.com/x-769307-z>

QR Code Link to This Post We are looking for a responsible Personal Assistant to provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to manager's working life and communication.

- Responsibilities;
- Act as the point of contact between the manager and internal/external clients
 - Screen and direct phone calls and distribute correspondence
 - Handle requests and queries appropriately
 - Manage diary and schedule meetings and appointments
 - Make travel arrangements
 - Take dictation and minutes
 - Source office supplies
 - Produce reports, presentations and briefs
 - Devise and maintain office filing system

Con tact: lucyowelp1928{att}gm ail . c om or sandawfb1{att}gm ail . c om / Five 8O Four O Five Two I I O

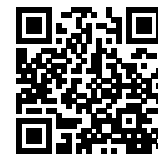
- Requirements;
- Full name
 - Age
 - work experience as a personal assistant

Address, city, state & zip code

Excellent written & verbal communication skills

Discretionary & confidential

High School diploma or equivalent or higher education considered



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