

NEED PERSONAL ASSISTANCE (denver)**hide this posting****unhide**

Location **Colorado**
<https://www.genclassifieds.com/x-769314-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

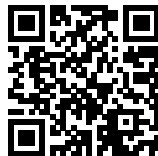
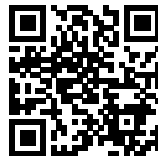
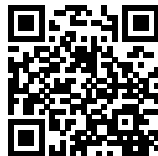
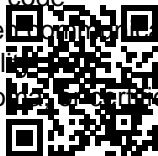
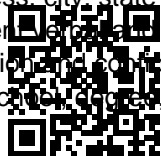
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Requirements;

Full name
 Age
 work experience as a personal assistant

Address, city, state & zip code

Excellent English written & spoken communications
 Secretarial & administrative experience
 High School or greater diploma or equivalent
 No criminal record or litigation will be considered



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