

NEED ADMINISTRATIVE HELP (Burlington)

Location **Vermont** https://www.genclassifieds.com/x-261779-z



Experienced Administrative Assistance: Data entry, transcription (business, academic, medical), appointment scheduling, customer service, excellent written/verbal communication skills, Internet research. Fast, accurate typist. Work performed in my home office or your place of business.

Call and please leave message if I am away from the phone. Thanks.

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