

# Full time Executive assistant (Downtown)



Location **Illinois**  
<https://www.genclassifieds.com/x-439063-z>

## HIRING

Company hiring Supermodel type Executive Assistant

We are located down town

Responsibilities include:

Answering phone  
 Greeting Clients  
 Attending events  
 Paying bills  
 Sending emails  
 Scheduling meetings  
 Traveling monthly (USA)  
 Internet Research  
 Shopping



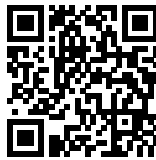
Qualifications:  
 Dependable  
 Computer skills  
 Available to travel regularly (Paid)  
 Excellent communication skills  
 Patient and friendly  
 Excellent Interpersonal Skills  
**Full time Executive assistant (Downtown)**  
 \$ 750 per week salary  
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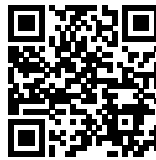
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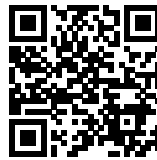
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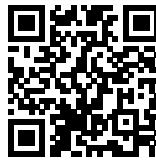
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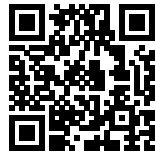
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Email photos, qualifications, and contact phone number

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Also seeking promotional models. Spanish Russian Print Runway Lingerie TFP TFCD Tall Model sexy south beach server hostess go go Black Asian assistant receptionist music Fashion casting video music Asian call casting call promotion gogo go go club paid print

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