

PORTUGUESE SPEAKING SECRETARY (Schiller Park)



Location

Illinois

<https://www.genclassifieds.com/x-447602-z>

PORTUGUESE SPEAKING SECRETARY

We are looking for an Full Time PORTUGUESE Sales Assistant/Secretary. Someone who is professional, has some sales experience, general computer knowledge, and office skills. Must have strong writing and reading skills in English and Portuguese.

Responsibilities:

- Maintaining client contact with emails, calls or faxes on behalf of the CEO
- Following up on Trade show leads
- Help manage projects
- Run errands for the CEO when needed

Must have a valid drivers license

Looking for someone who lives close to the area of Schiller Park

Pay: \$10.00 an hour plus commission on sales. NO BENEFITS.

There is great potential for sales and.



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