

PORTUGUESE SPEAKING SALES ASST (SCHILLER PK)



Location

Illinois

<https://www.genclassifieds.com/x-447604-z>

PORTUGUESE SALES ASSISTANT:

We are looking for an Full Time PORTUGUESE Sales Assistant. 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
- TRANSLATE DOCUMENTS AND PHONE CONVERSATION

IMMEDIATE OPENINGS

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 commission.

visit us at www.RaoDesign.com



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