

Personal AssistantSecretary (North Shore, Haleiwa)



Location

Hawaii

<https://www.genclassifieds.com/x-529591-z>

Part time, looking for college student or recent college grad looking to start working and building their resume.

Duties include some computer and phone work, marketing, answering phone calls, setting appointment. etc.

Pay would start at \$10/hr with raises and benefits depending on skills

Call to schedule an



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