

Model personal AssistantReceptionist wanted




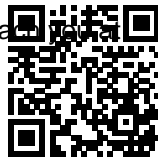


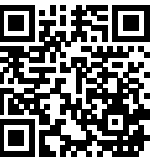
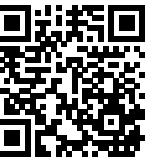
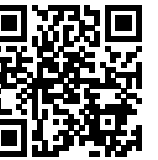
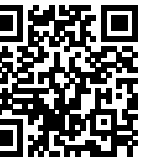
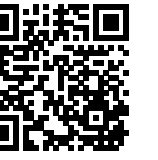
Location **Nevada**
<https://www.genclassifieds.com/x-631635-z>

We're looking for fill a receptionist/executive assistant role

this is a high visibility role with emphasis on marketing and the first impression for clients coming in. Looking for someone friendly, former modelling or promotions experience with strong work ethic and computer savvy

Strong knowledge of Microsoft Outlook/Calendar
Strong work ethic
able to multi-task and organize very effectively
reliable transportation
able to start immediately full time
strong communication skills
any marketing experience is a plus
any experience with photoshop or other technologies is a plus
must be able to touch type 45wpm
must be presentable and maintain a professional level of service at all times
prior executive/personal assistant work is a plus
must be able to pass background check

if you meet the requirements, please respond with:

 <p>latest resume most complete to read salary history current resume availability</p> <p>https://www.genclassifieds.com/x-631635-z</p> <p>Model personal AssistantReceptionist wanted</p>	 <p>https://www.genclassifieds.com/x-631635-z</p> <p>Model personal AssistantReceptionist wanted</p>	 <p>https://www.genclassifieds.com/x-631635-z</p> <p>Model personal AssistantReceptionist wanted</p>	 <p>https://www.genclassifieds.com/x-631635-z</p> <p>Model personal AssistantReceptionist wanted</p>	 <p>https://www.genclassifieds.com/x-631635-z</p> <p>Model personal AssistantReceptionist wanted</p>	 <p>https://www.genclassifieds.com/x-631635-z</p> <p>Model personal AssistantReceptionist wanted</p>	 <p>https://www.genclassifieds.com/x-631635-z</p> <p>Model personal AssistantReceptionist wanted</p>	 <p>https://www.genclassifieds.com/x-631635-z</p> <p>Model personal AssistantReceptionist wanted</p>	 <p>https://www.genclassifieds.com/x-631635-z</p> <p>Model personal AssistantReceptionist wanted</p>
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