

# Model personal AssistantReceptionist wanted




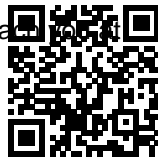


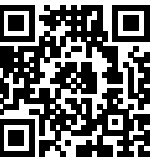
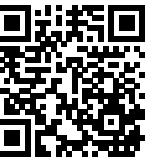
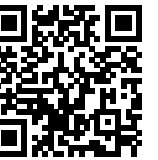
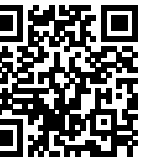
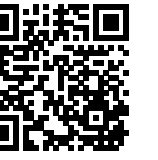
Location **Nevada**  
<https://www.genclassifieds.com/x-631635-z>

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 location availability</p> <p><b>Model</b> <b>personal</b> <b>AssistantReceptionist</b> <b>wanted</b></p> <p><a href="https://www.genclassifieds.com/x-631635-z">https://www.genclassifieds.com/x-631635-z</a></p>	 <p><b>Model</b> <b>personal</b> <b>AssistantReceptionist</b> <b>wanted</b></p> <p><a href="https://www.genclassifieds.com/x-631635-z">https://www.genclassifieds.com/x-631635-z</a></p>	 <p><b>Model</b> <b>personal</b> <b>AssistantReceptionist</b> <b>wanted</b></p> <p><a href="https://www.genclassifieds.com/x-631635-z">https://www.genclassifieds.com/x-631635-z</a></p>	 <p><b>Model</b> <b>personal</b> <b>AssistantReceptionist</b> <b>wanted</b></p> <p><a href="https://www.genclassifieds.com/x-631635-z">https://www.genclassifieds.com/x-631635-z</a></p>	 <p><b>Model</b> <b>personal</b> <b>AssistantReceptionist</b> <b>wanted</b></p> <p><a href="https://www.genclassifieds.com/x-631635-z">https://www.genclassifieds.com/x-631635-z</a></p>	 <p><b>Model</b> <b>personal</b> <b>AssistantReceptionist</b> <b>wanted</b></p> <p><a href="https://www.genclassifieds.com/x-631635-z">https://www.genclassifieds.com/x-631635-z</a></p>	 <p><b>Model</b> <b>personal</b> <b>AssistantReceptionist</b> <b>wanted</b></p> <p><a href="https://www.genclassifieds.com/x-631635-z">https://www.genclassifieds.com/x-631635-z</a></p>	 <p><b>Model</b> <b>personal</b> <b>AssistantReceptionist</b> <b>wanted</b></p> <p><a href="https://www.genclassifieds.com/x-631635-z">https://www.genclassifieds.com/x-631635-z</a></p>	 <p><b>Model</b> <b>personal</b> <b>AssistantReceptionist</b> <b>wanted</b></p> <p><a href="https://www.genclassifieds.com/x-631635-z">https://www.genclassifieds.com/x-631635-z</a></p>
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