

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 modeling 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:

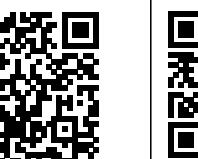
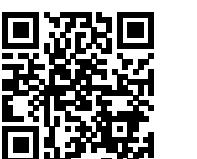
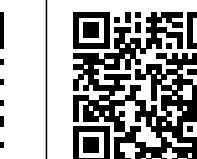
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best contact info to reach me

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