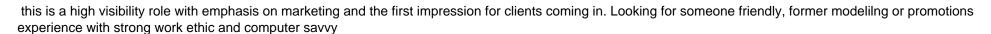


Model personal AssistantReceptionist wanted

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

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



Strong knowledge of Micrsoft Outlook/Calendarig
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 ablbe 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 abe to pass background check

if you meet the requirements, please respond with:

