

# 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          best compensation to receive          salary history          current status          availability</p> <p><b>Model personal AssistantReceptionist 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 personal AssistantReceptionist 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 personal AssistantReceptionist 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 personal AssistantReceptionist 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 personal AssistantReceptionist 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 personal AssistantReceptionist 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 personal AssistantReceptionist 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 personal AssistantReceptionist 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 personal AssistantReceptionist 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 personal AssistantReceptionist 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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