

VIRTUAL ASSISTANT (DALLAS)

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Location

Mississippi

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- * CALLING HEAD STARTS AND DAYCARES
 - * APPOINTMENT SETTING
 - * MUST HAVE GREAT COMMUNICATION SKILLS
 - * PART-TIME POSITION - EST 10 HOURS WEEKLY
 - * GOOD KNOWLEDGE OF MS OFFICE SOFTWARE
 - * SALES ABILITY HELPFUL
 - * HOURLY-PLUS COMMISSION ON CLOSED SALES
- * MUST PROVIDE RESUME W/CONTACT PHONE NUMBER
- * THE RIGHT PERSON SHOULD BE READY TO WORK IN 24-48 HOURS AFTER OFFER IS MADE.



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