

Scheduler

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Location **Colorado**
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QR Code Link to This Post Happy Monday! I am currently seeking a Scheduler to coordinate in relation to:

- Driving
- Scheduling
- Appointment Setting
- Filing
- Phone calls
- Meetings
- Misc.

If you might be available tomorrow from 7:45 a.m. to 4:30 or so, then I would love to get in touch. From there, schedule will vary each day but would average about 8-12 hours/ day.

Must have reliable transportation and be available to pick me up in Highlands Ranch and be open for a little driving from there.

This would be a 10 day contract with option moving forward. Some weekdays, weekends and evenings might be needed. Schedule is subject to change daily.

If this sounds like something you might be interested in, then please respond back with a little bit about yourself and we can go from there!

Thanks and make it a great!

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