

Full time Executive assistant (Downtown)



Location **Illinois**
<https://www.genclassifieds.com/x-439063-z>

HIRING

Company hiring Supermodel type Executive Assistant

We are located down town

Responsibilities include:

- Answering phone
- Greeting Clients
- Attending events
- Paying bills
- Sending emails
- Scheduling meetings
- Traveling monthly (USA)
- Internet Research
- Shopping

<p>Qualifications Dependable Computer skills Available to travel regularly (Paid) Excellent communication skills Patient and friendly Excellent Interpersonal Skills \$ 750 per week salary Full time Executive assistant (Downtown) https://www.genclassifieds.com/x-439063-z</p>	<p>Full time Executive assistant (Downtown) https://www.genclassifieds.com/x-439063-z</p>	<p>Full time Executive assistant (Downtown) https://www.genclassifieds.com/x-439063-z</p>	<p>Full time Executive assistant (Downtown) https://www.genclassifieds.com/x-439063-z</p>	<p>Full time Executive assistant (Downtown) https://www.genclassifieds.com/x-439063-z</p>	<p>Full time Executive assistant (Downtown) https://www.genclassifieds.com/x-439063-z</p>	<p>Full time Executive assistant (Downtown) https://www.genclassifieds.com/x-439063-z</p>	<p>Full time Executive assistant (Downtown) https://www.genclassifieds.com/x-439063-z</p>	<p>Full time Executive assistant (Downtown) https://www.genclassifieds.com/x-439063-z</p>	<p>Full time Executive assistant (Downtown) https://www.genclassifieds.com/x-439063-z</p>

Email photos, qualifications, and contact phone number

.

.

.

.

.

.

.

.

.

Also seeking promotional models. Spanish Russian Print Runway Lingerie TFP TFCD Tall Model sexy south beach server hostess go go Black Asian assistant receptionist music Fashion casting video music Asian call casting call promotion gogo go go club paid print
