

Model personal Assistant Receptionist wanted





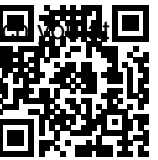
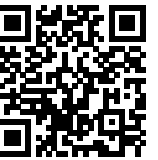
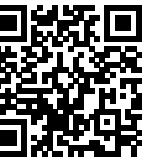



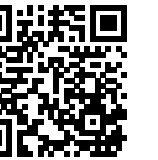
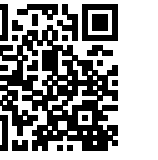
Location **Nevada**
<https://www.genclassifieds.com/x-631635-z>

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:

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