In Search of a Professional and Personal Assistant

Seeking a professional and personal assistant for a high level-CEO who has great organizational skill, detail-oriented, highly organized and efficient.

Must also have good people skills and exceptional communication abilities, reliability and easy to work with.

Please e-mail your resume directly to our office e-mail at: HersyGreen@Gmail.com

Let's setup a face to face interview!
Thanks

Anonymously, Brooklyn, NY
Tel.: 718-624-4800

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