



DR ENAMUL HUQ SECRETARY

CONTACT

3131 Paysage Pl
Traverse City
MI-49684
Email
Telephone

JOB ANNOUNCEMENT

Title

Administrative assistant:

Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Typically reports to a supervisor or the Board of Directors

Sincerely,
Dr Enamul Huq
secretary



EMAIL



TWITTER HANDLE



TELEPHONE



LINKEDIN URL