

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/12/2024



94402
San Mateo, CA, 94402

Office Manager

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$30.00 to \$30.00 hourly
Employment status: Contract / Temporary to Hire

Description

COME WORK FOR A FAST GROWING GAME DEVELOPMENT STARTUP IN SAN MATEO - They need a communications manager who can start right away. Must be fluent in written and spoken Korean!

Job Duties

- Scheduling
- Taking Minutes
- Assigning and following up on employee action steps established in meetings
- Booking conference rooms

Requirements

- Korean Fluency
- Scheduling experience
- Minutes experience

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