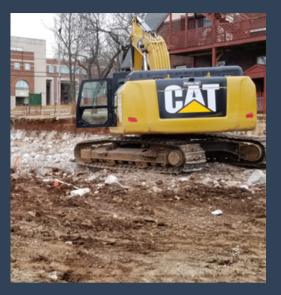
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## **Office Manager**

**RESPONSIBILITIES** include general clerical work, office management, and professional communications with colleagues, clients, visitors.

**REQUIRED SKILLS** include experience with Microsoft Office Word and Excel, answering phones, office upkeep, and other secretarial work as needed.

**RELEVANT** experience in managing an office and documentation is preferred.



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