

Administrative Staff Schedule

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| **Company Name:** |  | **Phone:** |  |
| **Website:** |  | **Social Media:** |  |

**Notes**

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| Responsibilities (Evening Shift) |
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| Responsibilities (Morning Shift) |
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| Days | Morning Shift | Afternoon Shift |
| 09:00 AM - 01:00 PM | 02:00 PM – 06:00 PM |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |