

Administrative Secretary

starfoodscoltd@gmail.com

Phone :

Web :



Job Summary

Vacancy : 1

Deadline : Jun 16, 2023

Published : May 17, 2023

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification : Diploma

Job Description

• Reporting to management and performing secretarial duties. • Processing, typing, editing, and formatting reports and documents. • Filing documents, as well as entering data and maintaining databases. • Liaising with internal departments and communicating with the public. • Directing internal and external calls, emails, and faxes to designated departments. • Arranging and scheduling appointments, meetings, and events. • Monitoring office supplies and ordering replacements. • Assisting with copying, scanning, faxing, emailing, note-taking, and travel bookings.

Education & Experience

Diploma or higher

Must Have

• People Oriented • Organizational Skills • Ability to Work Under Pressure • Multitask • Attention to Detail • Computer Skills • Minimum of 1 year work experience

Educational Requirements

Diploma

Compensation & Other Benefits
