

# Office assistant

## Green Skip Services

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We are expanding our services and require an office assistant to join our office team. The selected candidate will work closely with the office team members to assist in the day to day requirements and various administrative duties .These duties will comprise of filing and organisation of documents, compiling reports, preparing various work related documents, taking phone calls and passing on messages to the required personnel. May be required to complete drafting of letters, and other various daily office duties that may arise.

## Qualifications

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Candidates require a minimum O level standard of education main subjects:

Mathematics, English and Chemistry.

Good IT skills mainly work excel, internet and web site administration

Good communication and phone skills.

Preferably one year experience in a similar office / administration position. Or customer support system .

Excellent organisational skills .

Eye for detail.

Handle confident information and documents professionally.

Candidate applying must be willing to work with minimal supervision and possess a can do attitude while enjoying working in a fast paced and constant changing environment.

Job Type Full Time

Salary Negotiable

Telephone 21422009

Applications 0

Added On 23/7/2019

Closing Date 31/8/2019

Maltapark Ref. 88227

Employer Ref.

Please apply by email attaching your

CV alternatively phone for an appointment on 2142 2009/10/17, 9942 2545 or [taniakasap@greenskipgroup.com](mailto:taniakasap@greenskipgroup.com)