

Female Office Coordinator



Seller Info

Name: Cassandra Legaspi
Company Name:
First Name: Cassandra
Last Name: Legaspi
City:
Address:
Website:
Contact #:

Listing details

Reference #: RF129132

Common

Job Title: Female Office Coordinator
Job Type: Full Time
Deadline:
Education: University Degree
Experience: 2-5 Years
Sex: Female
Posted: Jan 07, 2023
Language Proficiency: English
Job Description:
Female Office Coordinator

We are looking for Female Office Coordinator look after both general and clerical tasks around the office with following qualifications:

Bachelor's degree in commerce / BCOM
with minimum of 2 years experience
High proficiency in technology and Microsoft applications
Excellent verbal and written communication skills
Organizational and time management skill
Great team player

Send your CV to rizacuenca25@gmail.com
Location: Dubai, UAE

Location

City: Dubai
Location: Al Qusais