



CAREER OPPORTUNITY

Admin Assistant

As an Admin Assistant you will perform a variety of administrative, manages stores inventory, clerical tasks and assist in daily departmental duties and office needs.

Minimum Qualifications:

- High school diploma no less than five (5) subjects CSEC (Including Mathematics & English)

Experience and skills:

- Minimum 3-5 years' experience in an administrative field
- Strong time management skills
- Ability to understand and follow safety procedures and policies
- Good attention to detail
- Excellent Verbal & Written Communication skills

Remuneration:

Compensation will be based on academic qualifications and experience.

Only shortlisted candidates will be contacted.

Applications along with three (3) professional references should be emailed to jamprasad@etsigy.com

CLOSING DATE FOR APPLICATIONS: 13 July 2024.