



Saipem, has a vacancy for Clerk.

**OBJECTIVE:**

- Support core processes and activities providing efficient and quality clerical services and control data inputting

**RESPONSIBILITIES AND DUTIES:**

- Executes clerical activities according to requirements
- Guarantee data uploading in the dedicated Information Systems
- Support activities for Information System implementation
- Assist in preparing and managing all type of documentation as required
- Archive paper and electronic documentation as required
- Support in preparing reports and data analysis

**EXPERIENCE AND SKILLS:**

- Previous experience in Clerical position

**EDUCATION:**

- Atleast 5 subject at CSEC inclusive of Mathematics and English
- Computer literate
- Competent in Microsoft Word, Excel, Powerpoint

Please send your resume with the subject "Clerk" to

[saipemgycareers@saipem.com](mailto:saipemgycareers@saipem.com)

Please note, the closing date for applications is **September 28<sup>th</sup>, 2022.**

**Qualified candidates will be contacted.**