

Administration Clerk

Friday, 25 September 2020 00:00

Administration Clerk- Ref: DRC 05/1117/17

The Ideal Candidate will work in the Sales & Marketing Office - Mosta .

Requirements needed are of Ordinary Standard of Education , Computer Literate, Good Telephone Skills and other Daily Duties required.

- Dealing and Handling Clients Queries and Request

- Carry out cashiering functions

- Perform other clerical receptionist duties such as filing ,photocopying, email etc.

Interested persons are encouraged to apply by not later than 17th November 2020 sending c.v. email to: elaine.tarpey@impexgrp.com or recruitment@impexgrp.com.

All Applications will be treated with strictest confidence.

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