



PROJECT / SITE SECRETARY M/F

Etranger

The position calls for a dynamic individual with a minimum experience of 5 years. The ideal candidate should be capable of performing administrative support tasks that are secretarial / clerical in nature for the Project Site Office. The candidate must be able to handle confidential information in addition to other responsibilities of a technical nature such as compiling reports and BOQ; furnishing information, schedule meetings and preparing agendas, responding to routine correspondence including site and contractors' correspondence; researching background material and respond to visitors and telephone calls. The candidate should be able to coordinate and follow-up for Material Deliveries and Courier Shipments. The candidate should be prepared to work in multi-national work environment.

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Votre mission :

- Experience in Project Site Office
- MS Office Windows (XP or Vista) with Applications such as MS-Word, Excel (Spreadsheets), Power-Point and Access
- Email and Internet
- Good typing speed (at least 50 wpm) with neatness and accuracy in English
- Able to function independently with less supervision
- Record maintenance (Time Sheets, Site Technical Queries etc.)
- Document controlling; maintain records of drawings, correspondence (manual as well as electronic)
- Handle Petty Cash, maintain records thereof
- Site Office Administration (includes Stationary supplies, refreshments and office maintenance)
- Fixing appointments, handle queries and calls
- Proficient in English / French (Arabic is an advantage)
- Perform general clerical duties, but not limited to photocopying, faxing, mailing and filing
- An excellent communicator and work well in a team

Votre Profil :

- High School Graduate or equivalent
- Diploma in Secretarial Studies or equivalent

Conditions d'emploi :

Work's Location : Rabat, Marocco

Please send CV and Motivation Letter

Référence

15102209073

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22/10/15

Entreprise

A Specialist Interior Design And Execution Company

Région

Etranger

Ville

Secteur

Administration Et Juridique

Type de contrat

- Temps plein
- CDI