



WE'RE HIRING!

Office Assistant

We are looking for candidates who is organized and detail-oriented to join our team!



Requirements:

- G.C.E Advance Level Qualification
- Basic Computer Literacy (Ms Word & Ms Excel)
- Male Candidate below 30 Year of age
- Ability to multitask and work under minimal supervision



Send your CV
071 229 7175

Responsibility:

- Purchasing & Supplier Coordinate
- Office Administrative
- Material Tracking
- Support day-to-day office activities

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