

Administrative Officer



Seller Info

Name: Marketplace Jamaica
Company: Marketplace Jamaica
Name:

Listing details

Reference Number: MP196450

Common

Job Title: Administrative Officer

Job Type: Full Time

Job Description:
TARA COURIER SERVICES

WE'RE HIRING
Join our team & deliver excellence,

NOW HIRING
Administrative Officer

REQUIREMENTS
1. Advanced proficiency in Microsoft Office.
2. Good oral & communication skills.
3. Strong organizational capability with keen attention to detail. 4. 3 years work experience in administrative and HR support role.
5. Minimum 5 CXC subjects.

SEND YOUR RESUME TO
JACourierHR@hotmail.com

