Peon/ Office Assistant

HM EXPO PRIVATE LTD.

Job Category: Security/Support Service

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Salary: Negotiable

Gender: Male

Age Limit: 23 to 40 year(s)

Experience: Minimum 1 years

Career Level: Entry Level

Posted On: 30 Oct 2024

Application Deadline: 19 Nov 2024

Job Description/Responsibility

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Education Requirements

- Secondary School Certificate (SSC) completed.

Additional Academic Requirements

- SSC, HSC, Bachelor/ Honors

Experience Requirements

- Minimum 1 years of experience is required.

Additional Experience Requirements

- [illegible]
- [illegible]

Skills Requirements

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- Strong organizational skills and attention to detail.
- Basic computer skills (MS Office, email handling).
- Excellent communication and interpersonal skills.
- Ability to work independently and prioritize tasks.

Work Area

- Applicant should have experience of working in the following category(ies): Security/Support Service

Industry Type

- Experience should include the following skills: Logistics/Transportation

Compensation/Benefits

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- [illegible]: [illegible] ([illegible])
- Salary: Negotiable