



POSITION: Office clerk

STATUS: Permanent
Full-time

PLACE: To be determined

JOB DESCRIPTION

The office clerk offers punctual support to the management team. In charge of filing and photocopying, the clerk also follows collections for certain properties and replaces the receptionist when necessary. The office clerk may also roll the money for depositing and in some cases prepare files for fixation. Furthermore, the clerk may be called upon to execute other tasks consistent with the needs of the office team as required.

QUALIFICATIONS REQUIRED

- ✓ High School Leaving Certificate
- ✓ Office work experience
- ✓ Expertise in Word and Excel software
- ✓ Expertise in the French and English languages, written and oral
- ✓ Autonomous
- ✓ Meticulous
- ✓ Team spirit

This job description is not to be considered complete, as each individual may be expected to accomplish different tasks associated with the objectives envisioned by the company.

We advocated equal opportunity in matters of employment.
Only applicants selected shall be contacted.