

# WE ARE HIRING !

## HEMAS C O E (PVT) LTD



## OFFICE ASSISTANT

### JOB ROLE:

- Handle and organize financial documents, invoices, and records.
- Assist in data entry and basic financial reporting.
- Coordinate internal document flow and follow-ups.
- Maintain filing systems and ensure documentation accuracy.
- Support the team with other administrative duties as required.

### QUALIFICATIONS:

- Minimum of 2 years of relevant experience
- GCE A/L qualification
- Proficiency in MS Office (Excel, Word, Outlook)
- Strong organizational and communication skills
- High level of accuracy and attention to detail
- Ability to work well in a team environment

**If you are interested in this opportunity, please forward your CV to  
[careers@hemas.com](mailto:careers@hemas.com) mentioning  
"Office Assistant"  
in the subject line within 7 days of this advertisement.**