



# WE'RE HIRING – OFFICE ASSISTANT

We're looking for a detail-oriented and motivated individual to support our administrative operations.

## REQUIREMENTS:

- G.C.E. (A/L) qualified
- Excellent communication and coordination skills
- Strong computer literacy (MS Office)
- Ability to handle documentation, filing, and correspondence
- Team player with a positive attitude

**APPLY VIA XPRESSJOBS**