

WE ARE HIRING !

HEMAS CO 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 mentioning
"Office Assistant"
in the subject line within 7 days of this advertisement.