

**WE ARE HIRING**

# OFFICE ASSISTANT

## Key Responsibilities:

- ✓ Handling phone calls and managing front desk tasks.
- ✓ Organizing files, scheduling meetings, managing office supplies.
- ✓ Assisting with basic administrative tasks
- ✓ Supporting the office staff with day-day operations.

## Qualifications & Experience:

- ✓ GCE A/L or equivalent qualification
- ✓ Proficiency in MS Office (Word, Excel)
- ✓ Good communication and organizational skills
- ✓ **Minimum 2-3 years** of prior experience in office administration
- ✓ Prior experience working directly with top management is essential
- ✓ Prior experience in a similar role will be considered a strong advantage



**TO APPLY, PLEASE SEND YOUR CV TO:**



**[Vacancy@nawaloka.com](mailto:Vacancy@nawaloka.com)**

Subject Line: "Application for Office Assistant"



All applications will be treated confidentially.