

# Become a **CHANGEMAKER**

MAS Legato is the Shared Services arm of MAS Holdings, focused on offering Finance, Procurement and HR services across the organization. The time and operational efficiencies created through a shared services platform makes MAS Legato a critical component of MAS, as a future-ready organization.

## Join MAS Legato - Malabe as an **Assistant - Administration**

We are looking for a dedicated individual with a **Degree in Business Management, Business Administration or Human Resource Management along with 1 year of work experience in a similar capacity** to join our team of changemakers. In this role, you will support the assigned administration pillar by ensuring the smooth execution of daily activities including the maintenance of office premises and supervision of third party Employees, coordinate daily transport requirements for Employees, monitor facility related activities such as canteen operations and waste disposal while handling and tracking office supply inventory.

Click below to find out more details about the job role and apply.

**Apply now!**

**Apply within 7 calendar days of this advert being published.**

We are an equal opportunity employer and welcome all qualified candidates to join our team of MAS professionals.

