

Clerks

Duties/Responsibilities:

- Performs clerical duties including typing, filing, and completion of simple forms.
- Operates office machines including copiers, scanners, phone, personal computers, and other standard office equipment.
- Keep records and prepare reports pertaining to workers' attendance and daily production outputs.
- Help in the preparation of productions plans and keep proper records.
- Maintains filing systems either manually or electronically.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills and ability to meet deadlines.
- Proficient with Microsoft Office Tools including Word, excel and Outlook.

Education and Experience:

- Higher School Certificate
- Clerical experience preferred

Hiring organization

Denim De L'Ile Ltd

Employment Type

Full-time

Date posted

2 May 2023