

Executive Secretary



- **Vacancy for:** 1
- **Posted on:** Sept. 26, 2017
- **Deadline:** Oct. 11, 2017, 11:55 p.m.

Job Specification

- Minimum completion of Bachelor (preferably in IT/Management) with at least 2 years of experience as Executive Secretary
- Should possess good communication and interpersonal skill
- Should be outspoken, flexible on time, cooperative and trustworthy
- Should have good office management skills
- Should be cooperative and possess pleasant personality with positive attitude
- Should be able to work under pressure

Applying Procedure:

Candidates Must send CV at Email: reliancelifeinsurance2073@gmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/executive-secretary-50/>

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