



## Front Desk Officers (Females) - Few

- **Vacancy for:** Few
- **Posted on:** Jan. 31, 2018
- **Deadline:** March 2, 2018, midnight

- Min. +2 degree holder will be prioritized

**VACANCY AECC GLOBAL**

AECC Global, an Australian Company having headquarters in Melbourne & leading Consultancy in regional offices across the world in Australia, Pakistan, Lebanon & Afghanistan. Based & Headquartered in Melbourne.

**Working Manager - 1 (Melbourne Office Only)**

At least 5 years experience in administrative duties in a high-volume environment as a PMO/PA.

**Consultant Australia - Few**

At least 2 years experience with a Bachelor's Degree (Any Stream) in Business Administration or equivalent in Consulting.

**Front Desk Officers (Female) - Few**

At least 1 year experience in administrative duties in a high-volume environment as a PMO/PA.

**Visual Officers - Few**

At least 1 year experience in administrative duties in a high-volume environment as a PMO/PA.

**Admin Support - Few**

At least 1 year experience in administrative duties in a high-volume environment as a PMO/PA.

**On-site/Off-site Language Department (Kutubkhana Office Only)**

At least 1 year experience in administrative duties in a high-volume environment as a PMO/PA.

**Language Teachers - Few (Kutubkhana Office Only)**

At least 1 year experience in administrative duties in a high-volume environment as a PMO/PA.

**Visual Media Marketing Officer - 1 (Kutubkhana Office Only)**

At least 1 year experience in administrative duties in a high-volume environment as a PMO/PA.

**Visual Officers - Few**

At least 1 year experience in administrative duties in a high-volume environment as a PMO/PA.

**Office Assistants - Few (Kutubkhana Office Only)**

At least 1 year experience in administrative duties in a high-volume environment as a PMO/PA.

**Interested Candidates:** Please send your CV and cover letter to [enquiry.np@aeccglobal.com](mailto:enquiry.np@aeccglobal.com) with the subject line 'Front Desk Officers (Females) - Few'.

### Applying Procedure

Interested Candidates are welcome to send their CV along with a covering letter and recent photograph at [enquiry.np@aeccglobal.com](mailto:enquiry.np@aeccglobal.com)

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