

## **Executive Secretary**

### **Qualifications:**

- University degree.
- Experience: 3 years.
- ICDL is a plus.

### **Skills:**

- Proficient with computer applications and Internet
  - Excellent English Language
  - Good Communication Skills
  - Excellent command of written and spoken English.
  - Teamwork spirit and excellent communication skills.
  - Self Motivated.
  - Excellent presentation skills.
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## **Administrative Secretary**

### **Qualifications:**

- University degree.
- ICDL is a plus.

### **Skills:**

- Proficient with computer applications and Internet
- Excellent English Language
- Good Communication Skills
- Excellent command of written and spoken English.
- Teamwork spirit and excellent communication skills.
- Self Motivated.
- Excellent presentation skills.