

My Job Search

Junior Personal Assistant

Secretary ,Nelspruit, Mpumalanga, South Africa

Description

Vacancy: Junior PERSONAL ASSISTANT

Area: Mbombela/Nelspruit, Mpumalanga

Industry: HR / Labour / Payroll

Requirements:

- Strong organizing skills
- Strong administrative skills
- Figure orientated
- Computer literacy
- Matric qualification
- Code B with own transport
- Hours: 07h30 – 15h30

Starting Salary:

- R6,500 – R8,000 per month

Reference# Jnr Personal Assistant (HR/Labour), Mbombela/Nelspruit

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Ideal & Selected Candidates

Communication will be limited to shortlisted candidates only

Advertiser details

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[More details](#)

Company Name
Advertised By
Job Type
Language
Gender
Drivers Licence
Highest Education
Experience
Salary
Link

Ideal & Selected Candidates
Agency
Full Time
Afrikaans & English
Female
Code B
Matric
2+ yrs
R 6500 - R 8000
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