
Aramco – KSA - needs to fell the following vacancies

:

- Admin Clerk

REQUIREMENTS

:

- Associate degree or
- Completion of a minimum of 2 years of college studies

EXPERIENCE:

- Minimum of 4 years of experience in the field

ADDITIONAL REQUIREMENTS:

- Ability to type in English at 70 - 80 net words per minute at 90% minimum accuracy.
- Ability to operate a word processing machine or personal computer
- Good knowledge and skillful usage of Microsoft office applications
- Experience in library administration is preferred.
- English accent is must

Only qualified candidate are requested to send their CV to:

contact@targetjo.com

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subject"

TARGETJO