

OFFICE SECRETARY CUM ASSISTANT

- Female preferred
 - PRs or Brunei Citizen
 - Minimum 'A' Level qualification
 - Knowledge of MS Office program
 - Strong command of English and Malay
 - Must have shorthand knowledge
 - Good communication skills
 - Must have at least 2-3 years of working experience
 - Must be presentable, friendly and able to work independently
 - Salary according to qualification and experience
 - This is a senior post, only those qualified with the above qualification will be shortlisted for interview
- All applications should be send their resume and transcripts directly to our email address stated below.

Email: richland@brunet.bn

Address: Abdul Razak Complex, Block J, Unit 11, 1st Floor, Jln Gadong,
P.O. Box 2477, BSB BS8674, Negara Brunei Darussalam.

Telephone: +673 2427112/3 & +673 2448418

Fax: +673 2427114