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,
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