VACANCIES
LANDSCAPE AND WASTE MANAGEMENT AGENCY

Administration Section: Praslin Section

Post: Customer Service Assistant (B1) 1 post

Summary of Duties:

Seeking a proactive, organized individual to manage client relations and front office operations, handle enquiries and maintain a data base for complaints and suggestions, keep reports, coordinate stakeholders, and support administrative tasks in a dynamic environment.

Recognized qualification and requirement for the post:

- Certificate in Front Office or any other related fields
- Two years post qualifying experience in a related field
- IGCSE – English

Computer literate in database management software and microsoft office package, good communication and interpersonal skills, good public relations skills and good report writing skills.

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