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Responsibilities:You will be responsible for scheduling appointment and maintain calendarsYou will be responsible for schedule and coordinate staff and other meetingsYou will be responsible for prepare communications such as Memos, emails, invoices, reports and other correspondenceYou will be responsible for create and maintain filing system both electronic and physicalYou will be responsible for managing travel expense and perform bookkeeping**Requirements:**Excellent communication and interpersonal skillsStrong drive and focus for resultsAbility to analyse numbers and business acumen.Methodical and systematic.Ability to communicate across various level.#J-18808-Ljbffr

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