

## Follow up Clerk

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Company: Default agency

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

### Job Description

Checking incoming paperwork ( correspondence, invoices etc. ) and making copies before distributing

Sorting all papers alphabetically and according to content, dates, significance etc.

Creating or update records with new files and information

### Qualifications:

A minimum of **1 year(s)** of working experience is required. Candidates must be a **Bachelor's / College Degree** holder in **Business Studies/Administration/Management; Computer Science/Information technology** or similar fields. **Male** applicants are preferred for this role.

### Principal / Employer

Aster Phamacies Group LLC

### Principal / Employer Address

Al Hudaiba Awards Building., A-Block-3rd Floor, Jumeirah Road 2nd December Interchange, Dubai UAE

### POEA Registration / Accreditation No.

10433098

### Placement Fee

**Please be reminded that as per POEA regulations, the placement fee is up to a maximum of one (1) month's salary.**

### Interview Date

Sep 14, 2023 - Sep 14, 2024

Interview Venue

At the office or online interview

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