

BuBleik SAL is currently recruiting an Administrative Assistant on full time basis from 8:30am till 3:30pm, to work in its office located in Badaro.

The main tasks that are required:

- **collect in office couriers and log them**
- **answer phone calls and take notes**
- **preparing business related contracts**
- **archiving and indexing documents**
- **bookkeeping, invoice & receipt**
- **basic administrative support**

The perfect candidate is a female, around 30 years of age, residing around the area of Badaro, having excellent phone skills and good commandment of both Arabic and English.

Send your CV to cv@bubleik.com