Marokko Biz of 31.01.12 SARL has a vacant position as an office assistant. (Kenitra office)

Tasks:

Archiving.
Scanning.
Bring order to our small office.
Maintenance of the office.
Participate in court sessions.
Ad-hoc office tasks.
Contact with authorities, Collaborating partner, and other employees in Tangier.

Profile:

Educated in office/administration. (This isn't a requirement.)
A flair for order.
Pro-active
Speaks/understands English.
Currently residing in Kenitra.

Working hours are Mon-Friday from 09:00 - 17:00

Marokko Biz of 31.01.12 S.A.R.L, is a company behind a network of companies in various sectors, including real estate, agriculture and investment in companies, as well as securities. Head office is located in Tangier and with a satellite office in Kenitra, Morocco.

If you think you are the right person for the position, please submit an application.

Marokko Biz of 31.01.12 SARL