

Maintenance Secretary

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Company: Client of SOS HR Solutions

Location: Kuwait City

Category: other-general

- Need to upload day to day dataentry of maintenance work.
- Should be inpleasing personality
- Need to know computerknowledge
- Should be able to communicate inEnglish
- Follow-up within maintenancedepartment for purchase of spare parts
- Itwould be added advantage if candidate have experience on MicrosoftAx Dynamics

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