

THE HUNT IS ON —————

FRONT OFFICE CUM SECRETARY

At the heart of Weblink International is a passion for creativity, which is infused throughout all aspects of our business and has been in the industry for over a decade making lives global. We are ISO 9001 certified, which demonstrates our commitment to providing high quality solutions to our clients whilst continuously reviewing and improving the way we work.

We call upon confident individuals, with the following to join a team of vibrant individuals who passionately strive to make lives global.

The ideal Weblink fit for the above designation should be able to perform the following;

ELIGIBILITY

- Fresher or experienced candidates.
- Creative thinking.
- Excellent Communication Skills is a must.
- Familiarity with Microsoft Office environment
- Fast learner and technologically savvy
- Fluency in written and spoken English
- Pleasant and accommodating personality
- Strong self-motivation and ability to work as a team member
- Ability to communicate effectively in person, by telephone, and in writing
- Well-organized, detail-oriented, and capable of multi-tasking
- Should be a female below 30 Years

Sounds Interesting? If so forward your CV to careers@weblink.com with a recent photograph.

