

## Administrative Assitant

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Company: EPIQ Machinery

Location: Manama

Category: other-general

Proven work experience as aAdministrative Assistant;

A high school diplomaor equivalent is required. Additional certification in officeadministration or related field is aplus;

Familiarity with Bahrain LMRA regulationsand processes;

Knowledge of GOSI requirementsand procedures;

Proficient in Microsoft OfficeSuite;

Excellent communicationskills;

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