

Protech Security Marketing

<https://www.protechsecuritymktgph.com/job/secretary-coordinator/>

Secretary Coordinator

Description

- Manage and coordinate schedules, appointments and meetings
- Prepare and distribute documents, reports and correspondence
- Communicate with internal and external parties
- Take meeting minutes and transcribe notes
- Assist with event planning and coordination
- Provide general administrative support.

Responsibilities

- NBI Clearance
- Police Clearance
- Barangay Clearance

Qualifications

- Field work experience is a must
- Must be a college graduate
- Male or Female

Contacts

Mr. Jupiter Desquitado:
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Hiring organization

Protech Security Marketing

Date posted

March 13, 2023