



BRAND ENGINEERING LTD

A leading International Business Company dealing in the Sales and Marketing of Automotive Spare parts in the Middle East is seeking to employ an

OFFICE ASSISTANT - SALES

The job involves updating custom made software with relevant information, handling Sales administration, filing and assisting in other office procedures.

The successful candidate should have;

- A very good command of spoken and written English or French. Arabic and any other languages will be considered as an advantage.
- Computer skills are absolutely essential especially Microsoft Excel, Outlook and Power Point programs
- A pleasant personality, well organized, and able to work in a team environment and ready to learn
- A non smoker

We welcome your application, however only those with above qualifications will be contacted.
Qualified candidates need to apply, with full CV by e-mail to:

Brand Engineering Ltd

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