Job title: Junior Administrative Assistant

Key duties:

- Data capturing (mentioned 3 times)
- Filing and record keeping
- Answering phones and client liaison
- Preparing invoices

Skills and tools: MS Excel, MS Word, attention to detail, customer service

Minimum requirements: Matric, 1 year admin experience (advantage), available immediately

Keywords to use: data capturing, client liaison, record keeping, invoicing

Free template from cvhub.co.za - build and share your CV for free