

ASSİSTANT SECRETARY

Office of the Commercial Counsellor, Turkish Embassy in Ouagadougou

Job Description:

- Supporting executives in all kinds of official work.
- Preparing correspondence including statements, forms, reports, presentations, applications and other documents.
- Sorting and filing documents in keeping with established procedures.
- Replying phone calls and welcoming visitors.

Required Skills:

- Fluency in English and French. Fluency in Turkish Language is a plus
- Minimum University diploma. University education on fields related to Economics or engineering
- Good computer skills.
- Ability to do research and prepare reports.
- Presentable. Well versed in supporting executives in all kinds of official work.
- Highly skilled in preparing correspondence including statements, forms, reports, presentations, applications and other documents.
- Demonstrated ability to efficiently respond to telephonic and personal inquiries.
- In depth knowledge of sorting and filing documents in keeping with established procedures.
- Ownership of driving licence.

Job Details:

- Job Location: Ouagadougou, Burkina Faso
- Employment Type: Full time Employee
- Age: Between 25 and 40

For Application:

- Send your detailed CV in English and Turkish to: yagadugu@ticaret.gov.tr until 16 th August 2024.
- Suitable candidates will be informed about the date of the preliminary interview.

Disclaimer: Falsification of information or documents by the applicant is grounds for legal action by the employer and dismissal, if the applicant is hired; in such

case any remuneration paid to the hired will be indemnified by the employer together with legal interest.

Note: Diploma, Foreign Language Score certificate and a picture of the driver's license must be sent with the CV.

The CV must have a current picture.