



Amilcar Petroleum Operations is seeking candidates for "Mailroom Assistant" position at the company's head office located in Tunis.

Please send your application: cover letter, resume, and the supporting documents by email to "recrutements@apo.com.tn".

The job title and reference number "**Mailroom Assistant – Ref: APO Ad. 03/2020**" should be added to the subject line of the email

The deadline for submission of applications is **November 12th 2020**.

Mailroom Assistant– Ref: APO Ad. 03/2020

The main purpose of the position is to assist the administration department ensure mailroom duties. The position reports to the Admin Officer.

Candidates will be mainly required to:

- Sort and distribute the mail in a timely manner.
- Manage the mail room services.
- Scan, record and distribute received invoices in a timely manner.
- In charge of photocopying, collating, binding and laminating documents.
- Monitor office materials stocks, ordering and distribution of office supplies and stationary.
- Provide clerical support as directed by HR & Admin Manager (travel order, invitation letters...)
- Provide a centralised shredding service ensuring such documentation is handled without breaching confidentiality.
- Provide and perform comprehensive administrative support to the Administration Services Department.

REQUIRED EDUCATIONAL QUALIFICATIONS AND MAIN SKILLS:

- Baccalaureate (bac) completed degree.
- Intermediate level in English and French languages - written and spoken.
- Fluency in Arabic language- - written and spoken.
- Good Computer skills (Excel, Word & PowerPoint).
- Excellent organisation & planning Skills.
- Excellent communication skills and ability to work in a team.
- Experience working in a similar position particularly in the oil and gas sector is preferred.