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| **Job title:** | **ADMINISTRATIVE ASSISTANT, PERMANENT, PART- TIME** |
| **Full Name:** |  |
| **Address:** |  |
| **Contact Tel:** |  |
| **Email:** |  |

**1. Qualifications**

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**2. Relevant Experience**

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**3. Personal Skills**

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**4. Flexibility**

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Signed ....................................................................................................................

Date...............................................