

# We're HIRING!



## HR & Administrative Assistant

Are you looking for a role where you can combine your organizational skills with your interest in human resources? If so, we want to hear from you!

### Requirements

- Degree / Diploma in Human Resources management
- 3 years minimum experience in HR field
- Excellent communication skills: both verbal & written
- Experience in carrying out various administrative tasks will be an added advantage

If you are interested in this position, please send your resume within 14 days

[hr@platinumconsultancies.com](mailto:hr@platinumconsultancies.com)

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