



J. SANTA RAM (STORES) PTE LTD
42 Robertson Road, Suva, Fiji
With you since 1972!

Vacancy for Office Clerk

We are an established import/wholesale company seeking applications for the position of Office Clerk.

Applicant must have some experience in the following:

- posting transactions in MYOB;
- invoicing and receipting;
- preparing summary in excel;
- taking quotations on phone;
- ordering materials;
- filing and record keeping tasks;
- answering calls;
- VAT returns;
- FNPF returns.

Requirements for Applicant:

- Word and Excel knowledge;
- MYOB experience;
- Mature and Reliable;
- Multitasking skills;
- Ability to prioritize tasks;
- Work with minimum supervision;
- Form 6 FSLC Mark 250 and over.

Our office is located in Samabula, Suva. Hours: Monday to Friday. Email application to jsantaram@connect.com.fj or **VIBER to 99 293 99**. Please do not apply if you are still studying at Tertiary level (USP/FNU etc).